

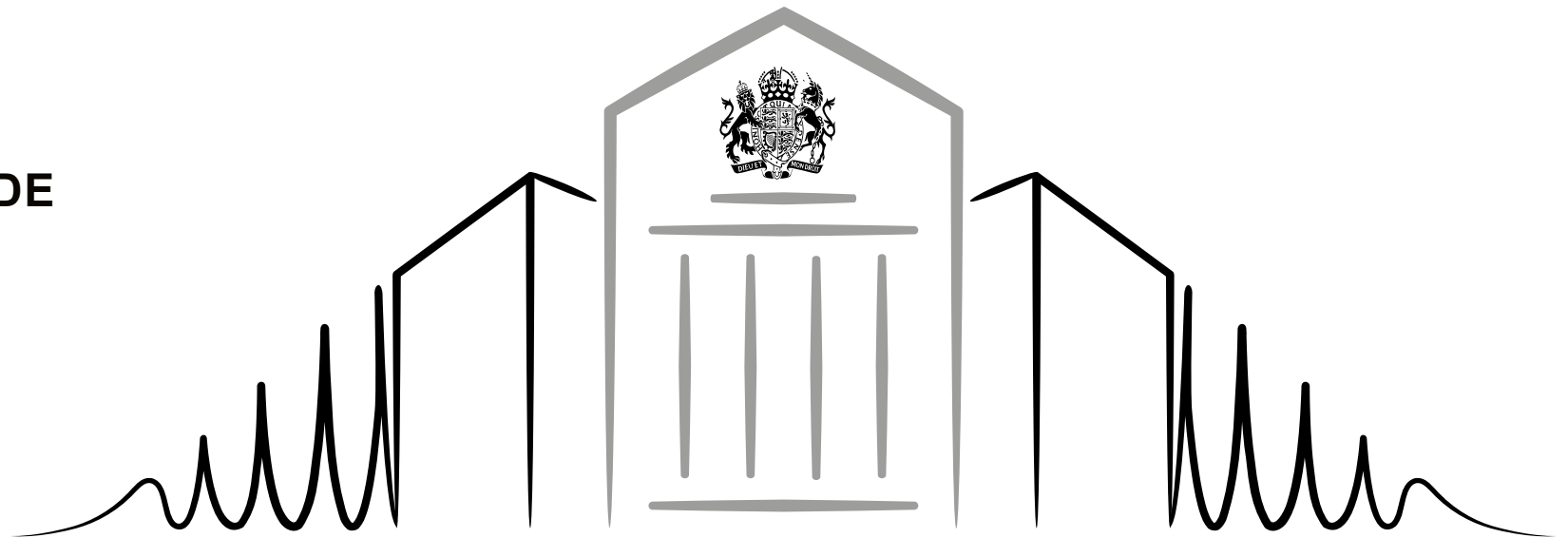


HM Courts &
Tribunals Service

Court and Tribunal Design Guide

DESIGN GUIDE

Version 3.1



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Chapter 1

Principles and Outcomes

Introduction	7
Vision	10
Principles	12
Glossary	26

Chapter 2

Legislation and policies affecting Design

Introduction	31
HMCTS Specific Policies	31
Government Guidance and Practice	34
Legislation	44

Chapter 3

Concept Blueprints for new Court and tribunal buildings

Introduction	50
Design principles	51
General Arrangement Plans	61

Chapter 4

Components/Standards

Introduction	66
Custodial Standards	67
Strategies	68
Refurbishment of Existing Spaces	123
Room Data Sheets - Introduction	140
Room Data Sheets	143
Design specifications	223

Chapter 4

Appendices

Appendix A - MEP Datasheets	261
Appendix B - Hearing Room Specification	315
Appendix C - Acoustics	319
Appendix D - Blueprints	333
Appendix E - Heating and Ventilation	352
Appendix F - Power, Data & Requirements	353
Appendix G - Communications & Alarms	358
Appendix H - Indicative Cabling Schematic	359
Appendix I - Feedback Proforma	360
Appendix J - Courtroom ICP and VC equipment & cabling	363
Appendix K - Additional MEP RDS Data	364



HM Courts &
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HMCTS Property Directorate



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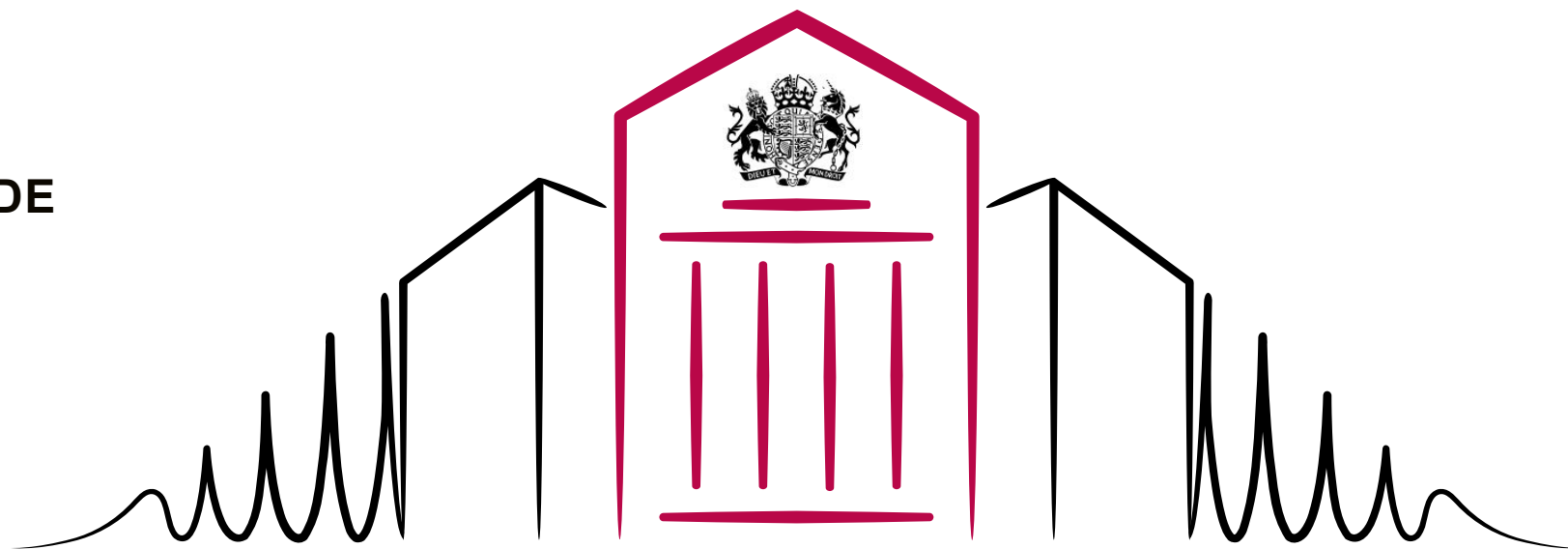
Court and Tribunal Design Guide

Chapter 1

Principles and Outcomes

DESIGN GUIDE

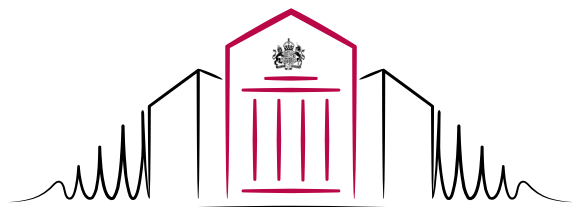
Version 3.1



Contents

Introduction.....	7
Vision.....	10
Principles	12
Appropriate.....	14
Effective	16
Accessible	18
Flexible.....	20
Sustainable.....	22
Affordable	24
Glossary	26

Introduction



This design guide sets out the vision, principles and standards for the design of new court and tribunal building and refurbishment projects. The guide is provided for everybody involved in planning and delivering major building projects, from judiciary and Delivery Directors, and their teams, who are responsible for court and tribunal operations, to project delivery and design teams. The key aim is to build an HMCTS estate that is identifiable, and the design buildings and facilities are as standard, while flexible to meet the needs of court and tribunal jurisdictions, maintaining safety and security. While the guide sets out standards, the practical design of buildings will also be informed by local business requirements, the building configuration and/or the space available.

Court and tribunal buildings are an integral part of the justice system, as the setting for hearings and a workplace, and a physical statement of the presence and importance of justice. For parties in a legal hearing, the conduct and outcome of the case remain the essential measure of the justice system, however, the physical environment also shapes user experience.

HM Courts and Tribunals Service (HMCTS) works with the judiciary to provide a fair, efficient and effective justice system, spanning criminal, civil, family and tribunal jurisdictions. The court structure covers England and Wales, the tribunals system covers England, Wales and in some cases Northern Ireland and Scotland. The most up-to-date descriptions of court and tribunal structures and of the judiciary can be found at:

<https://www.gov.uk/hmcts>

and at:

<http://www.judiciary.gov.uk>

The HMCTS Property Directorate is responsible for developing and maintaining the HMCTS estate and this Design Guide. The Directorate works with the business to ensure that it continues to support the delivery of services provided by courts and tribunals and meets the needs of the judiciary, court and tribunal users and stakeholders.

This Design Guide principles and outcomes must be applied to all buildings used for hearings.

How the standards are applied will depend on the building in question and its intended use. For example, in a court and tribunal building that is listed, While the intended outcomes should not be compromised, physical constraints may require pragmatism in the application of standards. The legacy estate will inevitably include hearing rooms and buildings which reflect historic specifications. If a given room, space or facility is demonstrably meeting users' needs, it may be retained, even if the fabric, layout or fit-out is not consistent with today's standards. The availability of funding for reconfiguration and refurbishment projects, combined with the assessment of outcomes already obtained under current layouts will be critical factors in determining the speed at which the legacy estate is changed.

The Design Guide should be applied on a case-by-case basis focussed on optimising buildings for their intended purpose. The key to applying the Design Guide to existing buildings is to understand how effectively they currently perform.

A project evaluation survey before works start is needed to:

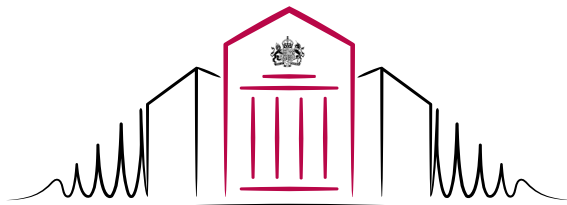
- Assess whether the existing provision serves its purpose and should be retained in the short term, even if out of line with today's standards; and
- Establish a baseline before applying the design standards, so that designers are clear about the intended impact or benefit, rather than simply applying the standards for their own sake.

Business Requirement

The business requirement is the key starting point that will inform the building design and supporting services. The business requirement should provide an overview of the rooms and facilities required, including the number of hearing rooms needed for each court or tribunal jurisdiction, informed by capacity analyses. The business requirement must demonstrate and evidence that current and forecast requirements for accommodation for all, criminal, civil family and tribunal jurisdictions has been fully considered.

Design Guide principles will inform supporting accommodation provisions. The business requirement will be used to assess space requirements and inform initial building designs, and cost. It is essential that operational directors and their teams take the opportunity to review local processes to identify changes to be made to improve process/building flow, to ensure the accommodation provided makes the most effective use of space. The review approach will help to ensure that any inefficiencies that exist in current accommodation are not repeated when the building is handed over.

Vision



The vision is to create a justice system which is affordable, intelligible and available for use by all, convenient for those who cannot easily attend in person, and supportive of those not comfortable with the law or technology. To achieve this, the justice system should follow three guiding principles: just, proportionate and accessible.

The HMCTS Reform Programme of investment transformed the court and tribunal estate, the technology used and ways of working. This transformation ensured that the estate and the way in which judiciary and HMCTS employees work is more efficient, flexible and focused on user needs .

A successful court and tribunal of the future requires three key components:

- buildings that are fit for purpose;
- enabling technology; and
- its workforce.

Buildings, technology and people combine to define the performance and experience of our courts and tribunals.

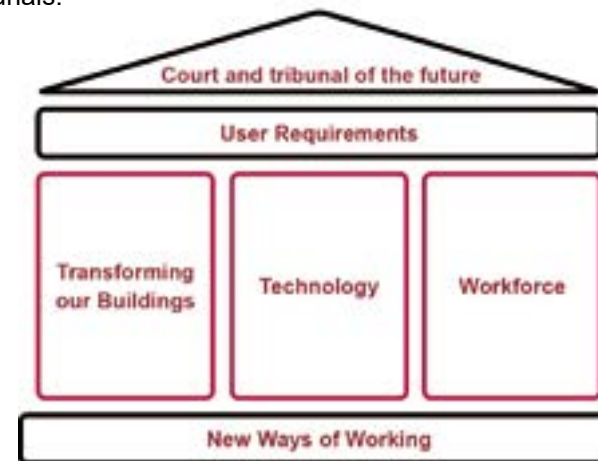


Figure 1.1

The Court and Tribunal Design Guide is one pillar of what is needed to support new ways of working, and one component of ensuring that the justice system meets the needs of its users.

Understanding what users need and how the building structure supports meeting those needs is at the core of this Design Guide. This Design Guide defines the principles and minimum standards to guide and enable prioritisation of investment in court and tribunal buildings.

Safety and security

The role of the built environment is recognised in supporting the safety, security and wellbeing of all who visit and use court and tribunal buildings. The principles of this Design Guide are intended to be read and applied pragmatically in addressing this role.

We will ensure that court and tribunal buildings meet statutory obligations and reasonable practical measures are implemented to ensure a safe and secure building for all users. A safe and secure environment is essential so that they can access, support and participate in the justice process.

Governance

All building projects that are subject to oversight by HMCTS Property Directorate are required to adopt the principles set out in the Design Guide, or to obtain specific derogation where this is not achievable or desirable to do so. It is the responsibility of the relevant HMCTS Project Manager and MoJ Project Sponsor to ensure that this requirement is complied with by Client Representatives and Design Teams, and that there is a proportionate process in place to capture, consider and approve derogations. A template to record derogations can be obtained from HMCTS Property Directorate.

Consideration of the principles laid out in the Design Guide should begin at project inception stage when the investment proposal and initial scope exercises are being undertaken. Having incorporated the Design Guide principles into the proposed project plans the approval governance process will need to be followed. This process requires sign off by the HMCTS Investment Review Board at feasibility stage and sign off by the HMCTS Property Board at outline and full business cases.

The design team employed will be required to report the success or failure of adopting the design guide principles outlining which areas have caused most difficulty and why.

HMCTS Vision

The vision is for court and tribunal buildings which provide a physical statement of the presence and importance of justice and are:

Appropriate: buildings must provide the right setting and service for each user and every hearing, and reflect the dignity and authority of the courts and tribunals.

Effective: buildings must provide a safe environment for everyone and help each user fulfil their role.

Accessible: buildings must be easy to use and understand.

Flexible: buildings must be adaptable, both for day-to-day requirements and longer term change.

Sustainable: buildings must meet current environmental and energy standards.

Affordable: the estate must be affordable to resource and maintain.

Principles

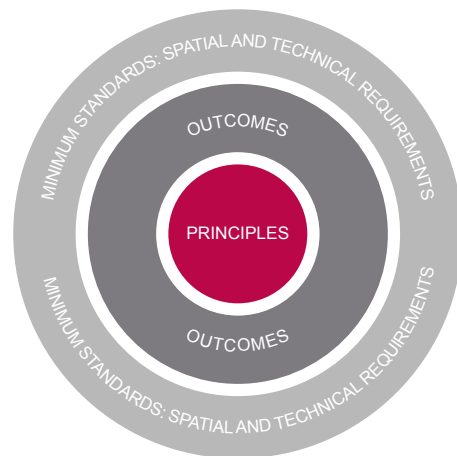


Figure 1.2

Focus on Outcomes

The Design Guide focuses on creating and maintaining an environment in which the overall design and performance of the building contributes to the safe and efficient working of courts and tribunals.

The principles established in this Design Guide promote the desired outcomes for the built environment.

- The Design Guide recognises that the HMCTS estate is a combination of pre-existing and new properties, purpose-built and adapted, freehold and leased properties. This blend is expected to continue; while the Design Guide is clear about minimum standards, there will often be a range of options for meeting the requirements of each building.
- Chapter 2 sets out the approach for assessing the impact and effectiveness of the minimum standards and for ensuring the Design Guide is updated to incorporate lessons learned and changes in requirements.
- The underlying assumption in the Design Guide is that if existing provision adequately meets business requirements and remains fit for purpose, it can be retained.

The principles — Appropriate, Effective, Accessible, Flexible, Sustainable and Affordable— combine to provide the framework for the definition and pragmatic application of the minimum standards to the legacy and new estate.

While individually applicable, the principles are not mutually exclusive and need to be considered in the round.

Figure 1.2 demonstrates that the principles underpin the outcomes to be achieved.

- Each principle translates into outcomes which are the test for assessing existing and future provision.
- The minimum standards define the spatial and technical requirements for fulfilling the outcomes.

The Design Guide applies to all court and tribunal buildings, irrespective of their purpose or ownership. The estate may include:

- significant centres such as the Royal Courts of Justice, the Old Bailey and Birmingham Business and Property court;
- criminal and custodial courts;
- multi-jurisdictional courts spanning criminal and non-criminal cases; and
- court and tribunal buildings facilitating a combination of civil, family and tribunal business.

In addition, use may be made of third party premises on a temporary or occasional basis, according to business needs. The principles and outcomes of the Design Guide should apply to this 'supplementary provision'.

In setting out how the principles should be adopted, the Design Guide considers court and tribunal buildings from the perspective of types of user and types of space.

Types of user

The specific needs of each user vary. Types of users are grouped as follows:

All Users

Judiciary, public users, professional users, support services, HMCTS, security, facilities management staff.



Judiciary



Public Users



Professional Users

Including advocates, support services, e.g. CAFCASS, PSU and custody staff.



HMCTS staff, security and facilities management



Types of space

The space within court and tribunal buildings can be segmented into five types which share common characteristics:

- **Hearing rooms:** space used to conduct court and/or tribunal hearings.
- **Private space:** rooms and flexible space to which there is restricted access. Typically provided for judiciary, jurors, HMCTS staff, security and facilities management, professional users and support services. Depending on the hearing type, this may also include victims and witnesses.
- **Public space:** rooms and flexible spaces to which users, once through security, have unrestricted access. Collectively these amount to space for preparing for hearings. This includes reception areas, waiting areas, consultation rooms and amenities.
- **Custody suite:** self-contained space within the court and tribunal building designated for the use of HMPPS, HMCTS and appointed contractors to produce, retain and manage detained persons in and out of custody.
- **Other:** space not covered by the first four categories and typically including plant rooms, technology, storage.

Principles

This section articulates in detail the purpose and required outcomes of each principle, taking into account the different user groups and types of space.

Appropriate

A proportionate justice system is central to the vision the HMCTS. The court and tribunal building needs to reflect and be consistent with the business of the court and tribunal building.

Importance

The appearance of the building itself contributes to perceptions of the role and significance of the court hearing or tribunal. Users' perception and experience of court and tribunal buildings begin from arrival at the entrance to the building.

The suitability of the areas to prepare for hearings and amenities can have a material effect on users' experience of court. Of greatest significance is a well-designed and suitable hearing room that reflects the nature of the case being heard.

Considerations

- Court and tribunal buildings should have suitable exteriors and clear and consistent signage to ensure the building is clearly recognisable.
- Court and tribunal building design must respect the dignity of all users.
- Court and tribunal buildings must be accessible by all users.
- The built environment should contribute to achieving the appropriate behaviours of users.
- The built environment must provide a physical statement of the presence and importance of justice.
- Court and tribunal buildings must have the provision of sufficient communal and private waiting space appropriate for the users.

- Hearing rooms and private working spaces within the court and tribunal buildings should be adaptable and support effective operations.
- When entering a hearing room users must recognise it as a place where justice is served and the layout should reflect the jurisdiction of the hearing.

Lifecycle Cost/Value for Money

Court and tribunal buildings will be designed on the basis that HMCTS will occupy buildings for the foreseeable future. The standards set out in this Guide seek to ensure that buildings will be delivered at the lowest possible lifecycle cost while ensuring that the fabric is robust and surface decoration, and finishes minimise the lifetime cost of occupancy. Buildings will be modern but designed and built without incorporation of features that will inevitably date, in the short to-medium-term. To achieve this, neutral paint and other surface materials will be used, and no artwork or non-essential design features will be incorporated into the building design.

Appropriate Right environment

Provide the right setting and services for the business of the Court and Tribunal building



All Users

Contributing to justice being well served for all.



Judiciary

The design of the building reinforces the importance of justice for all users. It highlights the criticality of the judicial role in the process and the judiciary's ability to administer justice effectively.



Public Users

The building is in keeping with the visitor's purpose in the court or tribunal, reinforcing the sense of a just and proportionate setting.



Professional Users
inc Support Services

Professional Users including Support Services: contributing to justice being well served for professional users.

Custody Staff: provision of secure space, access and egress to enable their purpose to be carried out effectively and safely.



HMCTS Staff,
Security and Facilities
Management

Provides a workplace to have pride in and which facilitates optimal performance. This reinforces the sense that justice is valued and supports productivity.

Provide the right environment for each individual hearing

Reinforces the standing of the court or tribunal. The hearing room should be recognisable as a place where justice is served.

Hearing rooms reflect the nature of the case and authority of the court or tribunal, reinforcing participants' understanding of the justice process.

Ensures users feel safe and secure. This demonstrates fairness and respect for users and ensures that users are able to give of their best.

Advocates: the ability to represent clients' needs supports effective participation in hearings.

Public Bodies: the ability to fulfil duties supports effective participation in hearings.

Custody Staff: the ability to fulfil duties in a safe and timely manner supports effective participation in hearings.

The ability to optimise the court and tribunal estate and meet the needs of judiciary and other users for each case and hearing, enabling optimal utilisation of the court and tribunal building and providing the environment for all participants to give of their best.

Principles

Effective

Public buildings need to be efficient in order to deal with workload volumes. Operational efficiency is best achieved by providing services and facilities in a safe and secure environment, built around users' needs.

Importance

The provision of well-designed private and communal spaces, for use before, during and after hearings, can support operational efficiency, confidentiality and welfare. Effective configuration of hearing rooms includes appropriate layouts that consider sight lines of all parties, so that users recognise a design built around their needs, which may limit their stress and anxiety.

There must be effective separation of parties or users who may be in conflict with each other. Consideration towards parties' welfare inspires confidence and a willingness to participate in the justice system. Users are able to perform to the best of their ability when they feel they are treated with consideration and care.

Buildings that hold youth courts must provide full segregation for youth defendants. This will include access via an entrance that is separate from the main entrance. A youth defendant must be able to access the hearing room without coming into contact with adult defendants attending other hearing rooms, and there should be access to separate waiting and toilet facilities, and a consultation room.

Considerations

- Hearing rooms with clear and unrestricted sightlines.
- Furniture appropriate to the formality of the hearing and to suit the proceedings.
- Availability of private rooms, of sizes appropriate to the types of hearing, with table and chairs, and provision of technology.
- Availability of suitable and secure communal space for the judiciary and professional users.
- Proximity of related services and facilities close to the hearing rooms.
- Suitable heating, ventilation, comfort cooling (HVAC) infrastructure and control within the court and tribunal buildings.
- Court and tribunal building wide availability of technology and power charging points.
- Well designed separation and circulation routes in line with security and flow requirements, including segregation for youth courts.
- Communication methods for use within the hearing room and linking third parties, as appropriate to the types of cases being heard.

Effective Productive

Provide a safe and secure environment for all users



All Users

The provision of space with controlled access supports safety, wellbeing and security. Appropriate separation of participants before, during and after hearings supports impartiality, safety and welfare and the ability to uphold justice.



Judiciary

Ready access to a place of safety in the event of threat will preserve judicial safety and wellbeing.



Public Users

Freedom from avoidable intimidation and unwanted contact with other users promotes confidence in the justice system and allows users to give of their best on the day. The protection of confidentiality and privacy of users may encourage victims and witnesses to participate.



Professional Users
inc Support Services

Advocates: the availability of confidential spaces for discussions supports the preparation or resolution of cases, and protects case confidentiality. Access to secure storage provision within the court and tribunal building will reassure advocates that their possessions are safe. **Public Bodies and Support Services:** the ability to hold private discussions with parties maintains the confidentiality of the case. **Custody Staff:** provision of space, access and egress to ensure the safety of all users.



HMCTS Staff,
Security and Facilities
Management

HMCTS provides safe and secure working environment.

Provide services and facilities which meet users' needs

Ready access to and the use of essential amenities supports users feeling that the justice system treats them with consideration and care, allowing them to give of their best on the day.

The provision of communal space supporting formal and informal interactions will support case discussion, morale and welfare.

The ability to use personal technology (as permitted) will support parties to give of their best and allow users to make productive use of time when not required in a hearing room.

The ability to hold private discussions with and provide reassurance to parties reinforces the feeling of equality for all participants in the judicial system.

Advocates: The provision of sufficient services and facilities for advocates to perform duties optimises the ability to serve clients effectively.

Custody Staff: the provision of secure facilities, designed to facilitate performance of duties with ease.

The provision of a modern, well-equipped work space to meet the needs of HMCTS staff, security and facilities management staff.

Create a productive setting for each user

The provision of appropriate lighting, temperature, ventilation, acoustics, soundproofing and access to amenities, including power and Wi-Fi, enables users to give of their best and support the feeling that the justice system respects users' essential requirements.

Enabling visibility and control over court and tribunal proceedings helps the judiciary to perform their roles. Providing appropriate space and privacy outside of the hearing room to prepare for and consider cases supports the administration of justice.

The ability for parties to consult representatives respects users' privacy and helps participants prepare for hearings. Providing convenient services and facilities helps users to feel that the system considers their needs.

Advocates: The provision of sufficient space, privacy and quiet to prepare for a hearing, supports advocates in preparing for court.

Support Services: The provision of sufficient space and privacy facilitates support services in effectively performing their role.

Custody Staff: spaces and connections which are secure but where custody staff can manage movement of those in custody in a timely way.

The provision of a modern, well equipped work space for HMCTS staff, security and facilities management staff supports the effective administration of the court and tribunal building and the safety of all users.

Principles

Accessible

Justice must be accessible to all. The design of court and tribunal buildings plays a fundamental role in ensuring this. Having court and tribunal buildings and hearing rooms that are easy to understand and navigate is essential for a positive user experience.

Importance

Users can be at their best and maintain their dignity whilst visiting the court and tribunal building if the design ensures that all of the services and facilities are easily accessible. Creating court and tribunal buildings which can be used by all intuitively and with ease supports full and appropriate participation in hearings.

The appropriate layout of the court and tribunal buildings and hearing rooms helps to support an understanding of court and tribunal processes and expected behaviours, facilitating a positive user experience.

Considerations

- Court and tribunal buildings that are accessible to all.
- Clear and consistent external signage to ensure users recognise court and tribunal buildings.
- Design and fit out of court and tribunal buildings must fulfil statutory requirements relating to accessibility.
- Clear and understandable wayfinding within the building using colour and signage in simple language(s).
- Ability to access child-friendly facilities.
- Provision for a separate entrance for victims and witnesses with special measures granted, and youth defendants, and full segregation of facilities for youth courts.

Accessible

Accessibility for all

Create Court and Tribunal buildings which can be used by all



All Users

All users should feel safe, that their dignity is preserved and able to give of their best. This includes considering the needs and facilities for children attending court and tribunal buildings as a participant or accompanied by an adult and the needs of people with physical and mental disabilities.



Judiciary

Provides accessible workspace, hearing rooms and communal space for all members of the judiciary.



Public Users

Provides accessible facilities and services for the public users, which demonstrates respect for attendance and values their participation.



Professional Users
inc Support Services

Professional Users and Support Services: Accessible space and facilities in which to fulfil responsibilities provides professional users and support services with the ability to deliver services effectively.



HMCTS Staff,
Security and Facilities
Management

Provides an accessible workplace to have pride in and which facilitates optimal performance. This reinforces the sense that justice is valued and supports productivity.

Ensure Court and Tribunal buildings are easy to understand and navigate

Court and tribunal buildings and entrances are easy to find, enabling all users to locate and access the building. There must also be a provision for a separate entrance for victims and witnesses with special measures granted and youth defendants. Youth courts must be fully segregated from other hearings taking place within the building.

The layout of the hearing rooms clearly demonstrates the difference between the parties and their roles within the hearing, thus supporting the judiciary's ability to uphold respect and order.

Users can readily navigate the building to locate and use the facilities that they need, promoting a more positive experience of participating in justice.

Hearing room design and layout helps public users' understanding of court and tribunal process and behaviours, supporting their full and appropriate participation in proceedings. There must also be a provision for a separate entrance for victims and witnesses with special measures granted, and youth defendants.

Professional Users and Support Services: have the ability to work in any court and tribunal building and navigate the spaces with speed and ease.

Custody Staff: ability to navigate the court and tribunal building with ease, due to clear separation of space.

Reliance on HMCTS staff is reduced, as public users are able to navigate the building with ease, increasing self-sufficiency. HMCTS, security and facilities management staff are able to navigate the court and tribunal building with ease, due to clear separation of space.

Principles

Flexible

Inherent flexibility is key to achieving the HMCTS court and tribunal building designs. Programme. By designing more flexible spaces and services the court and tribunal building can more readily adapt to the everyday needs of multiple jurisdictions, and can be modified to suit future requirements.

Importance

The provision of suitable and available private, public and hearing room space consistent with users' needs supports productivity and provides the environment for all users to perform to the best of their ability.

Flexible court and tribunal buildings should provide suitable workspace for all parties and jurisdictions. A key benefit of greater flexibility in building layout and design is resilience and the ability to change to meet near-term and future needs.

Considerations

- Adaptable space to support specific user requirements.
- Fixtures and fittings, where appropriate, should be operationally flexible to meet the needs of the day.
- The design of the public space must consider the needs of the user and positively impact on the user's dignity.
- The court and tribunal building's built environment should be designed to allow for all users' needs and dignity, whilst allowing for evolution and innovation.

Flexible Adaptable

Provide space and services which can adapt to the everyday needs of multiple jurisdictions



All Users

Provide a range of spaces for preparing for a hearing, holding a hearing and communal access to services and facilities (where appropriate). The spaces should meet the needs of all the users irrelevant of the type of hearing they are attending.



Judiciary

Suitable workspaces which provide the ability for all members of the judiciary to conduct work outside a hearing room as well as having access to communal space. The spaces can be adapted to the specific needs of the judiciary as required.



Public Users

Perception that the court and tribunal buildings respect users' needs, reinforces the sense of being valued.



Professional Users
inc Support Services

Advocates: The ability to find and use rooms for private meetings optimises the ability to prepare for and/or resolve hearings.
Support Services: The ability to provide support in a suitable setting assists parties in dealing with the process and experience of court or tribunal hearings.



HMCTS Staff,
Security and Facilities
Management

The ability to optimise the court and tribunal estate enables optimal utilisation of the court and tribunal buildings.
The ability to meet the needs of the judiciary and other users for each case and hearing provides the environment for all participants to perform to the best of their ability.

Create Court and Tribunal buildings which can readily be adapted to future requirements

The court and tribunal buildings should have the ability to adapt overtime to ensure that both the current and future needs of the users are met.

The constraints of the built environment should not stifle innovation. The building should enable scope for continuous improvement in the administration of justice.

Public users benefit from the flexibility of provision.

Professional Users including Support Services: The ability of court and tribunal buildings to adapt to future physical changes can support the continued provision of an appropriate and productive setting.

Court and tribunal buildings which can be adapted easily and with financial efficiency, keeping pace with new requirements, can consistently remain fit for purpose.

Principles

Sustainable

An estate that is affordable to resource and maintain is fundamental. Value for money and efficiency of operation can be achieved through creating an estate with space and facilities designed for economic, social and environmental value.

Importance

Users' perception and experience at court and tribunal buildings are influenced by the availability of appropriate space, facilities, and the ability to deliver services. Creating a built environment that demonstrates respect and values participation reinforces the value of justice.

The benefit of balancing design against capital investment should be considered; for example, a large initial investment of public money may be offset against the lifecycle cost of the building, and the performance of fixtures and fittings.

The impact of using sustainable sourcing strategies and committing to energy efficiencies and reductions in carbon footprint in procurement must be considered.

Space and amenities that offer the ability to work efficiently and productively from the moment that a user enters a court and tribunal building can have a positive impact on performance and in turn deliver value for money.

Considerations

- Optimising utilisation of court and tribunal buildings whilst maintaining the quality of the user experience.
- Flexibility of fixtures and fittings with regard to the appropriate lifespan in cost and quality.
- A court and tribunal building which can stand the test of time, providing a workplace in which to have continued pride and create a lasting contribution to the delivery of justice.
- Optimising carbon reduction and energy savings.
- Benchmarking to understand and reduce costs so that value for money can be demonstrated when re-provisioning the court and tribunal estate.
- The opportunity to seek out and apply best practice from other industries and organisations.
- The opportunity to harness the advantages of Building Information Modelling (BIM).
- The opportunity to harness the benefits of Building Research Establishment Environmental Assessment Method (BREEAM).
- Health and Safety consideration over the lifecycle with the use of Construction Design and Management (CDM).

Sustainable

Value for money

Managing resources efficiently and effectively



All Users

Users perceive the quality and condition of court and tribunal buildings as an appropriate use of public money. This instills respect in and support for the justice system.



Judiciary

Provides a workplace to have pride in and which helps to deliver justice. This reinforces the sense that justice is valued.



Public Users

Provides appropriate conditions and services for the public users, which demonstrates respect for attendance and values their participation.



Professional Users
inc Support Services

Professional Users and Support Services: The availability of space and facilities in which to fulfil responsibilities provides professional users and support services with the ability to deliver services effectively.



HMCTS Staff,
Security and Facilities
Management

Keeping court and tribunal buildings fully operational supports utilisation and maintains the quality of service.
Energy efficient court and tribunal buildings contribute to carbon reductions and energy savings.
Construction and fit out of court and tribunal buildings from sustainable sources contributes to the fulfilment of the design guide's sustainability commitments.

Provide space and facilities designed for efficient operation

Provides appropriate conditions for the right type of work heard in the right type of space.

The ability to adapt working spaces and facilities to meet the judiciary's needs will support the ability to administer justice.

A positive user experience is facilitated by the availability of appropriate space and facilities.

Professional Users and Support Services: The provision of appropriate space and facilities will mitigate the risk of delays.
The ability to work efficiently when in attendance at court and tribunal buildings helps to optimise operational efficiency.

Factoring in performance and Whole Life Costs (the total cost of ownership over the life of an asset) will deliver better value for money.

The ability to demonstrate value for money through cost benchmarking.

Principles

Affordable

An estate that is affordable to resource and maintain is fundamental. Value for money and efficiency of operation can be achieved through creating an estate with space and facilities designed for economic, social and environmental value.

Importance

Users' perception and experience at court and tribunal buildings are influenced by the availability of appropriate space, facilities and the ability to deliver services. Creating a built environment that demonstrates respect and values participation reinforces the value of justice.

The benefit of balancing design against capital investment should be considered; for example, a large initial investment of public money may be offset against the long term benefits of Whole Life Costing and the performance of fixtures and fittings.

The impact of using sustainable sourcing strategies and committing to energy efficiencies and reductions in carbon footprint in procurement should be considered.

Space and amenities that offer the ability to work efficiently and productively from the moment that a user enters a court and tribunal building can have a positive impact on performance and in turn deliver value for money.

Considerations

- Optimising utilisation of court and tribunal buildings whilst maintaining the quality of the user experience.
- Flexibility of fixtures and fittings with regard to the appropriate lifespan in cost and quality.
- A court and tribunal building which can stand the test of time, providing a workplace in which to have continued pride and create a lasting contribution to the delivery of justice.
- Optimising carbon reduction and energy savings.
- Benchmarking to understand and reduce costs so that value for money can be demonstrated when re-provisioning the court and tribunal estate.
- The opportunity to seek out and apply best practice from other industries and organisations.
- The opportunity to harness the advantages of Building Information Modelling (BIM).
- The opportunity to harness the benefits of Building Research Establishment Environmental Assessment Method (BREEAM).
- Health and Safety consideration over the life cycle with the use of Construction Design and Management (CDM).

Affordable Lifecycle Cost

Managing resources efficiently and effectively



All Users

Users perceive the quality and condition of court and tribunal buildings as an appropriate use of public money. This sustains their respect and support for the justice system.



Judiciary

Provides a workplace to have pride in and which helps to deliver justice. This reinforces the sense that justice is valued.



Public Users

Provides appropriate conditions and services for the public users, which demonstrates respect for attendance and values their participation.



Professional Users
inc Support Services

Professional Users and Support Services: The availability of appropriate space and facilities in which to fulfil responsibilities provides professional users and support services with the ability to deliver services effectively.



HMCTS Staff,
Security and Facilities
Management

Keeping court and tribunal buildings fully operational supports utilisation and maintains the quality of service.
Energy efficient court and tribunal buildings minimises cost and contributes to carbon reductions and energy savings.

Provide space and facilities designed for efficient operation

Provides appropriate conditions for the right type of work heard in the right type of space.

The ability to adapt working spaces and facilities to meet the judiciary's needs will support the ability to administer justice.

A positive user experience is facilitated by the availability of appropriate space and facilities.

Professional Users and Support Services: The provision of appropriate space and facilities will mitigate the risk of delays.
The ability to work efficiently when in attendance at court and tribunal buildings helps to optimise operational efficiency.

Factoring in performance and lifecycle cost (the total cost of ownership over the life of an asset) will deliver better value for money.

The ability to demonstrate value for money through cost benchmarking.

Glossary

°C	Degrees centigrade.
AV	Audio Visual.
BB	Building Bulletin.
BEMS	Building Energy Management System.
BIM	Building Information Modelling.
BMS	Building Management System.
BREEAM	Building Research Establishment Environmental Assessment Method.
BS	British Standards.
BS EN	British Standard European Norm.
CAB	Citizens Advice Bureau.
CAFCASS	Children and Family Court Advisory and Support Service.
CAFM	Computer Aided Facilities Management.
CAPEX	Capital Expenditure.
CCTV	Closed Circuit Television.
CDM	Construction Design and Management.
CIBSE	Chartered Institute of Building Services Engineers.
CHP	Combined Heat and Power.
CPS	Crown Prosecution Service.
Employers Information Requirements (EIR)	A subset of the Asset Information Requirements for a particular project in a particular location, the EIR sets out the information to be delivered, and the standards and processes to be adopted and the information exchange mechanism to be used by the supplier as part of the project delivery process.

ETPL (or ETL)	Government's Energy Technology Product List.
FMR	Forward Maintenance Register.
FSC	Forest Stewardship Council.
GSL	Government Soft Landings.
HMCTS	Her Majesty's Courts and Tribunals Service.
HMPPS	Her Majesty's Prison and Probation Service.
HPL	High Pressure Limit.
HVAC	Heating, Ventilation, Air Conditioning.
IEE	Institution of Electrical Engineers.
IPS	Integrated Plumbing System.
LED	Light Emitting Diode.
LV	Low Voltage.
M&E	Mechanical and Electrical.
MDF	Medium-density Fibreboard.
MF Suspended Ceiling	Metal Frame Suspended Ceiling.
MoJ	Ministry of Justice.
NR	Noise rating.
OGP	Office of Government Property.
O&M	Operational and Maintenance.
OPEX	Operational expenditure.

PC	Personal Computer.
PIR	Passive Infrared Sensor.
POE	Post Occupation Evaluation.
PSU	Personal Support Unit.
PUSWA	Public Utilities Street Working Act.
PVC	Polyvinyl Chloride.
REC	Regional Electricity Company.
RIBA	Royal Institute of British Architects.
SAA	Strategic Alliance Agreement.
SOR	Schedule of Requirements.
TB	Task Based, e.g. spot lamps or over the desk lamps.
VES	Voice Evacuation System.
VOC	Volatile Organic Compounds.
WC	Water Closet.
Whole Life Costing (WLC)	A means of comparing options and their associated cost and income streams over a period of time.
WL	Wall Lighting, e.g. multiple options such as 'up lights' and 'down lights'.
WTL	Government's Water Technology Product List.



HM Courts &
Tribunals Service

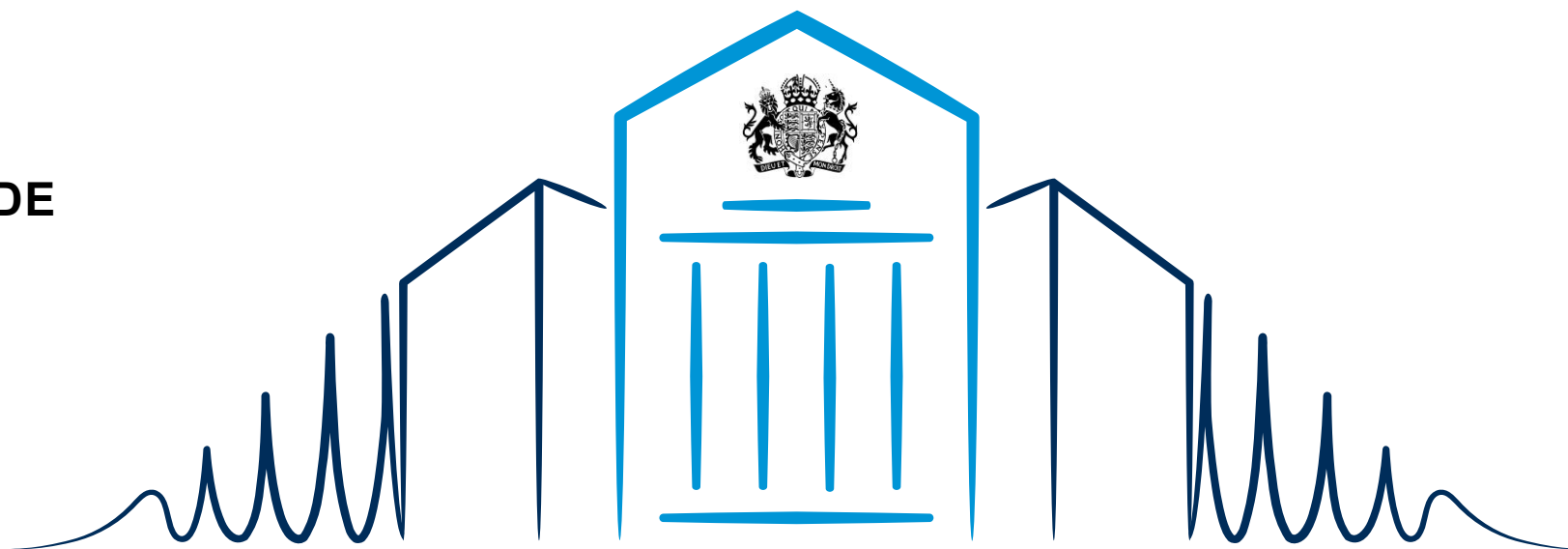
Court and Tribunal Design Guide

Chapter 2

LEGISLATION AND POLICIES AFFECTING DESIGN

DESIGN GUIDE

Version 3.1



Contents

Introduction.	30
HMCTS Specific Policies	31
Introduction.	31
HMCTS Security and Health & Safety Policy	31
Enhanced Security Measures.	32
Fire Safety	32
HMCTS Identity Guidelines	32
Providing refreshments for HM Courts & Tribunals Service users	32
Children's room 'how to' guide	33
HMCTS – IT	33
Custody Standards.	33
HMCTS Building Management System (BMS).	33
Government Guidance and Practice	34
Introduction.	34
The Code of Practice for Victims of Crime	34
The Witness Charter.	35
The Victims Strategy	35
Government Buying Standards for New-Build, Construction Projects and major Refurbishment.	35

Office of Government Property Guidance	36
Working without Walls	37
Greening Government Commitments.	37
Government Soft Landings (GSL)	37
Building Information Modelling	37
BSI – British Standards Guidance	38
Sustainable Development.	39
Sustainable Procurement: Government Buying Standards	40
Building Research Establishment Environmental Assessment method (BREEAM)	41
Legislation	44
Introduction.	44
Health and Safety.	44
Planning	45
Building Regulations.	45
Equality Act 2010	46
Data Protection Act 1998	47

Introduction

Chapter 3 highlights selected legislation, policies and approaches of particular importance to be considered in developing design proposals for new and existing court and tribunal buildings.

The chapter is in three sections:

1. **HMCTS Specific Policies:** policies and approaches applicable to court and tribunal buildings with relevance to both court and tribunal buildings and people.
2. **Government Guidance and Good Practice:** guidance and policy issued by the Government, with relevance to sustainability and life cycle of court and tribunal buildings.
3. **Legislation:** selected laws of particular pertinence to court and tribunal building design. All court and tribunal new builds/refurbishments must conform to building regulations in force at the time.

Within each section, for each document, there is a brief summary of the relevance of the document to court and tribunal design, the extent to which account should be taken, and details on the status and ownership of the document.

This chapter will be updated as and when relevant changes are made, or upon issue of new legislation and/or policies. However designers must check that the latest policies, guidance and legislation are being complied with at all times.

HMCTS Specific Policies



Introduction

These policies identify best practice, generic risks and threats to HMCTS business and introduce appropriate protective measures and minimum standards to manage and mitigate them. HMCTS will take all reasonable practicable steps to eliminate or mitigate identified risks and meet the minimum standards and requirements, enabling all HMCTS employees, judicial office holders and visitors to carry out their duties knowing that they are in a safe and secure environment and operating safe and secure working practices.

HMCTS Security and Health & Safety Policy

This Policy is committed to ensuring that:

- as far as reasonably practicable, people (staff, judicial office holders and visitors), information, premises and equipment are protected from risks and threats whether internal or external, deliberate or accidental;
- risks and threats are identified through an appropriate risk assessment and proportionate mitigation is introduced as and where appropriate;
- confidentiality, integrity and availability of information and services is maintained and assured;
- statutory, government and moral requirements and duties are met;
- all actual or suspected security breaches and safety incidents are investigated at the right level; and
- procedures and guidance exist to support this Policy.

These guidelines are managed by the Security Team, HMCTS, 102 Petty France, London, SW1H 9AJ.

HMCTS Specific Policies

Enhanced Security Measures

Some court and tribunal buildings within HMCTS are subject to particular or significant security threats such as increased threat from terrorist attack, and some court and tribunal buildings are allocated to hear highly sensitive cases. Enhanced physical security measures may therefore be required, such as hostile vehicle mitigation barriers. When works are undertaken to buildings that have enhanced security requirements contact should be made with the HMCTS Security and Safety Office for further information and advice.

Fire Safety

The policy outlines the minimum standards to be applied to achieve fire protection across the court and tribunal estate. The policy covers emergency routes and exits, fire doors and fire alarm systems and supporting cables. The policy describes the different requirements needed in each area of the court and tribunal building e.g. the split between the public and private areas of the building.

As part of building projects at planning and design stage a qualified Fire Engineer must be appointed to develop a fire strategy for the building.

The policy is not publicly available. Further information and details to be obtained from the HMCTS Property Directorate.

A site specific capacity and activity modelling study is recommended to inform fire safety requirements.

HMCTS Identity Guidelines

HMCTS identity guidelines convey to all users a consistent look and feel of HMCTS' identity. Chapter 5 sets out how these guidelines should be applied to the look and feel of a court and tribunal building.

Awareness of the Identity Guidelines may be required in relation to:

- Logo; and
- Typeface.

These guidelines can be obtained from HMCTS Property Directorate

Providing refreshments for HM Courts & Tribunals Service users

Facilities should always exist to enable all categories of court and tribunal users to have ready access to cold drinking water. In addition, HMCTS aims to provide access to additional levels of refreshment. As a minimum, facilities should be available to enable user access to a broad selection of hot and cold drinks. In most places, we should consider offering more than this. When considering refreshment or catering provision as part of a new build/major refurbishment scheme, the relevant HMCTS guidelines should be taken into account during scoping and design development. These will help to establish the preferred refreshment/catering arrangement for that location and ensure that adequate facilities, infrastructure and space are provided in support. The guidelines are not available publicly though they are on the HMCTS intranet. HMCTS Property Directorate can make these available for specific projects on request.

Children's room 'how to' guide

HMCTS aims to provide, where possible, dedicated spaces for children and young people — spaces referred to as 'Children's Rooms'.

Potentially the most vulnerable users, spaces for children and young people are needed which help to support them through a process which can often be daunting and frightening, unfamiliar and strange.

Children's Rooms are spaces where children can play, read or just do something that will allow them to take their mind off what is happening in a relaxed, safe and fun environment.

When planning the Children and Young People room design included in chapter 5 and considering the design requirements, designers should follow, where appropriate, the guidance contained in the Children's Room 'How To' Guide. This is not a public document. It is managed by the Customer Innovation Team, HMCTS Customer Directorate. HMCTS Property Directorate will ensure it is made available for projects as required.

HMCTS – IT

The MoJ ICT Physical Infrastructure Standards outlines the normal cabling requirement to be installed in new buildings, refurbished buildings and where additions are made to an existing building's cabling infrastructure. Although the terms "Ministry of Justice" (or MoJ) and "Ministry" have been used, the document relates principally to the buildings.

The Guide also provides outline description of ICT systems used by HMCTS that are installed after handover of the building as these 'sit on' and are supported by the structured cabling system required. These systems impact the design layout and size of the comms rooms, and the numbers and locations of

RJ45 outlets around the building. The information in the guide is indicative only as the installations required in each building are often bespoke. Contact must be made with the Regional IT team when any building activity is initiated.

Custody Standards

There is a separate Ministry of Justice Court Custody Suite Design Guide that must be applied to the custodial section of court and tribunal buildings. It provides guidance on the external design, internal planning, design principles and design requirements to be complied with. Circulation diagrams and suite layouts are included. A copy can be obtained from HMCTS Property Directorate.

HMCTS Building Management System (BMS)

The aim of the BMS strategy is to assist in minimising energy consumption whilst providing a safe, healthy and comfortable environmental condition for building users. The BMS strategy will be made available by the HMCTS Property Directorate.

Government Guidance and Practice



Introduction

This section details a range of planning documents for the United Kingdom and how they are to be applied. These documents outline the principles to guide refurbishment and new build decisions.

The Code of Practice for Victims of Crime

The Code of Practice for Victims of Crime (the Victims' Code) is a statutory code which sets out the support a victim of crime can expect from criminal justice organisations from the moment of reporting a crime until after a trial has finished. Separate guidance is available about the support provided for victims who are under 18 and their parents or guardians.

The elements of the Victims' Code relating to the built environment include access to and support from a Witness Care Officer and providing appropriate accommodation waiting in an area away from other parties and their family.

Special Measures provisions may include:

- having screens around the witness box or giving evidence by live video-link;
- having the hearing held in private — with no press or public allowed;
- having someone (an intermediary) to help the victim understand questions when being interviewed; and
- the ability for victims of rape and other sex crimes to have their cross-examination evidence pre-recorded and played during the trial.

Court design should have regard to the Victims' Code and support its principles in so far as they relate to building layout and functional content.

Both the Victims' Code and the Victim's Code: u18s can be found here:

<https://www.gov.uk/government/publications/the-code-of-practice-for-victims-of-crime>

The Witness Charter

The Witness Charter defines the standards of care a witness to a crime or incident in England and Wales should expect when involved in the justice process.

The Witness Charter relates to both prosecution and defence witnesses, outlining the help and support that can be expected at every stage from each of the service providers involved in the criminal justice system.

The elements of the Witness Charter relating to the built environment include the requirement for it to be a safe environment for the witness, with separate waiting areas if appropriate. As with the Victims' Code, witnesses are entitled to Special Measures provisions, which may include:

- giving evidence from behind a screen around the witness box in the hearing room;
- giving evidence from outside the hearing room via live video link (occasionally this may be done away from the court building);
- the video recording of the witness' statement, which is then played in court; and
- the assistance of a registered intermediary to help the witness understand the questions being asked in court, and to give the witness' answers accurately;
- giving evidence in private in certain specific circumstances.

Hearing room design should have regard to the Witness Charter and support its principles.

The Witness Charter can be accessed here:

<https://www.gov.uk/government/publications/the-witness-charter-standards-of-care-for-witnesses-in-the-criminal-justice-system>

The Victims Strategy

The Victims Strategy published in 2018 provides a national, cross-government framework to make fundamental improvements for victims. It sets out a criminal justice system wide response to improving the support offered to victims of crime and incorporates actions from all criminal justice agencies, including the police, Crown Prosecution Service and HMCTS. The Design Guide provides the standards for refurbishment and re-development of current and future potential court and tribunal buildings. Meeting HMCTS commitment to the Victims Strategy is a requirement for all buildings where criminal and family cases will be heard.

The Victims Strategy can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/746930/victim-strategy.pdf

Government Buying Standards for New-Build, Construction Projects and major Refurbishment

The Department for Environment, Food and Rural Affairs has issued guidance relating to the specifications for new build construction and major refurbishment. The mandatory guidance directs that:

BRE's Environmental Assessment Method (BREEAM) standards, or equivalent should be applied to all government new build construction and major refurbishments;

- new-build projects should achieve as a minimum an 'Excellent' rating;
- major refurbishments should achieve as a minimum a 'Very Good' rating unless site constraints or project objectives mean that this requirement conflicts with the obligation to achieve value for money; and
- only timber and timber products originating either from independently

Government Guidance and Practice

verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner can be purchased. Recycled timber is also accepted.

At a best practice level, the guidance goes on to provide that the mandatory standard should be applied, except that where BREEAM is used, new projects are to achieve an 'Outstanding' rating and major refurbishment projects are to achieve an 'Excellent' rating, unless site constraints or project objectives mean that this requirement conflicts with the obligation to achieve value for money. Where an alternative environmental assessment methodology is used, projects should seek to achieve equivalent ratings.

Information about The Government Buying Standards For New-Build Construction And Major Refurbishments can be accessed at:

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

Office of Government Property Guidance

The Office of Government Property (OGP), formerly the Government Property Unit (established in 2010) is orchestrating efforts across government to provide civil and other public servants with modern, affordable, fit-for-purpose office accommodation.

The OGP is the sponsor body for the GPA launched in April 2018 as an Executive Agency of the Cabinet Office. It provides professional property asset management services across central government's general purpose estate. GPA will improve the efficiency and effectiveness of the government estate and generate benefits of between £1.4 billion and £2.4 billion over the next ten years.

GPA is an enabler for the delivery of Civil Service transformation through programmes such as Hubs, Whitehall Campus and Smarter Working, and

drives efficiency, savings and enhanced asset values through a portfolio approach to asset optimisation.

GPA leads the Government Hubs programme, which seeks to transform central government's estate by accommodating departmental workforces in shared strategic Hubs and supporting office estate. Equipping the Hubs with the right workspaces and services is critical to creating a modern working environment which has a consistent look and feel.

Workspaces should respond to the Civil Service 2020 vision that the Civil Service is a great place to work — one that is inclusive, flexible, modern and connected, and which encourages openness, challenge, innovation and excellence.

The policy intent is to:

- define the typical work spaces;
- ensure that government can optimise its buying power by having a single, consistent, and costed specification across government for the CAT B fit out (defined in part 4 of the Government Workplace Design Guide);
- design in flexibility to adapt the work spaces to reflect changes in demand; and
- balance the branding/identity to allow buildings to reflect the locality, the customers and their cross-government nature.

Where administration and office spaces are required to be included in a court and tribunal building, the principles of the Government Workplace Design Guides, developed under the Government Hubs programme, should be applied. This does not apply to rooms and spaces provided for the judiciary. More information about the Government Workplace Design Guide is available at:

<https://www.gov.uk/government/publications/the-government-workplace-design-guide>

Working without Walls

This document looks at UK government workplace developments and good practice. The premise of the document is intended to support wider improvement and innovation. The publications look at why government workplace are changing, what are the themes of influence for change, and how to ensure longer term success.

Greening Government Commitments

The Greening Government Commitments sets out the actions UK government departments and their agencies will take to reduce their impact on the environment. The 2021-2025 policy paper sets out targets to:

- reduce greenhouse gas emissions;
- send less waste to landfill and reduce the overall amount of waste they produce;
- reduce water consumption;
- continue to buy more sustainable and efficient products and services;
- improve biodiversity across the Government estate; and
- increase efforts to tackle climate change adaptation

with the aim of achieving the best long-term, overall value for money, for society.

Designs must support the ability for compliance by UK government departments and their agencies post-project.

Government Soft Landings (GSL)

The purpose behind the Government Soft Landings (GSL) initiative is to promote better outcomes for public sector built assets during the design and construction stages. It uses Building Information Modelling (BIM) to ensure that value is achieved in the operational lifecycle of an asset. It achieves this by maintaining a focus on the building purpose from design stage, throughout construction and to delivery and operation. It requires early user engagement and inclusion of a GSL champion to direct this engagement with the project team during the design/construction process.

A commitment to aftercare post construction should be made by the design and construction team, and post-occupation evaluation (POE) is part of the process to capture lessons learnt to inform future projects. POE data will be stored on the asset information model.

BIM complements the process by providing a fully populated asset data set to feed into Computer Aided Facilities Management (CAFM) system. This data should be maintained throughout the building life cycle.

More information about GSL can be found at:

https://ukbimframework.org/wp-content/uploads/2019/11/GSL_Report_PrintVersion.pdf

Building Information Modelling

From April 2016 all centrally procured design and construction projects are required to comply with the Building Information Modelling (BIM) Level 2 mandate.

This guide is to be read in conjunction with the BIM2AIM Digital Construction Standards and BIM Library Objects current at the time of detailed design.

Government Guidance and Practice

Building Information Modelling is a collaborative way of working, underpinned by the digital technologies which unlock more efficient methods of designing, creating and maintaining assets. BIM embeds key product and asset data and a 3D computer model that can be used for effective management of information throughout an asset lifecycle.

Using BIM tools and processes, clients and their supply chains manage and share the information required to design, manage and operate an asset in a structured way. BIM has been adopted by the Government as a means of saving time, money, reducing carbon and providing greater certainty on projects.

The UK Government mandated the adoption of BIM by central government departments from April 2016, including HMCTS. The mandate requires the following:

- the use of fully collaborative 3D BIM – to Level 2 as defined by the UK BIM Task Group;
- the production of clear and complete Employer's Information Requirements defining the data requirements for a project as well as the contractual outputs associated with design and construction; and
- government departments are required under the mandate to make progressively more use of the data provided by suppliers and to develop the capability to electronically validate BIM information received on a project.

The scope of BIM covers people, information, processes and technology. The processes and roles undertaken by the project team are described in the Level 2 suite of standards developed by the UK BIM Task Group, including the BS and PAS 1192.

The documented benefits of the application of BIM include:

- better appreciation of the brief and design solution by clients;
- better coordination of design and assembly;
- reduction in capital expenditure, operating expense costs and carbon emissions;
- reduced risk; and
- predictable planning.

More information on BIM can be accessed at:

<https://ukbimframework.org/about/>

BSI – British Standards Guidance

The British Standards Institute (BSI) is the national standards body for the UK. Its primary aims and objectives are to promote trade, reduce waste and protect the consumer. This is done by creating and maintaining standards, codes of practice and specifications across a variety of industry sectors.

More information about the BSI Group Services can be accessed at:

<https://ukbimframework.org/about/>

Standards and Regulations

The Designer must ensure all materials and works are designed in accordance with the appropriate British Standard or Code of Practice current at the time of tender. The definition of technical terms associated with the engineering services installations are those included in:

- CIBSE, IOP and BSRIA Technical Publications
- BS 7671 - Requirements for Electrical Installations (IEE Wiring Regulations). British Standards, including Codes of Practice.
- Associated Statutory Acts.

The Designer must ensure that the complete works are designed & installed

in accordance with and comply fully with all relevant regulations and standards. These include, but are not limited to the following (including all latest amendments):

- All applicable British Standards and Codes of Practice current at the time of installation.
- Building Regulations and requirements of all statutory bodies.
- Health & Safety at Work Act 1974
- The Shops, Offices and Railways Premises Act 1963.
- Factories Act 1961
- Control of Asbestos Regulations 2006
- Noise at Work Regulations 1989
- The Electricity at Work Regulations 1989.
- Control of Pollution Act, Environmental Protection Act, Clean Air Act and the requirements of the Local Environmental Health Officer.
- Construction (Design and Management) Regulations.
- IEE Regulations for Electrical Installations (BS 7671).
- Gas Safety (Installation and Use) Regulations 1998
- Water Supply (Water Fittings) Regulations 1999
- Recommendations, Guides, and Technical Memorandum published by the Chartered Institution of Building Services Engineers.
- CIBSE Code for Lighting and associated Lighting Guides
- Requirements of the Local Authority and Licensing Officer.
- National Inspection Council for Electrical Installation Contracting
- BSRIA Publications
- The requirements of the electricity, gas, water, drainage and telecom utility providers.
- All other statutory requirements and local bye-laws that may be applicable.
- Industry good practice
- HSE L8 Legionnaires' Disease. The Control of Legionella Bacteria in Water Systems. ACOP and all parts of HSG 274 (for technical

guidance).

- HSE L5 Control of Substances Hazardous to Health. ACOP and guidance (sixth edition, 2013).
- HSE L56 Safety in the Installation and Use of Gas Systems and Appliances: Gas Safety (Installation and Use) Regulations 1998. ACOP.
- Comply with all statutory instruments and regulations, and local bylaws relating to the area of the site current at the date of tender.
- Comply with the requirements of the Local Authority Building Inspector.

Sustainable Development

MoJ sets out a strategy and a number of policies for achieving sustainable construction and refurbishment. It advocates the application of Building Research Establishment Environmental Assessment Method (BREEAM) to assist in the creation of a fit for purpose, less costly and more sustainable estate.

Government has a responsibility to manage its huge estate sustainably, taking full account of the potentially wide-ranging economic, environmental and social impacts of its actions. This responsibility extends to the management of the built environment and land holdings, to construction and major refurbishment projects, and to disposal of land and buildings.

Through sustainable estates management and sustainable construction government can and should contribute to its objectives.

With the overarching government objectives in mind certain design criteria should be adhered to during the planning, design and construction of all new permanent buildings and should be read in conjunction with the performance standards and other data contained in the Room Data Sheets in Chapter 4.. HMCTS Property Directorate will ensure it is made available for projects as required.

Government Guidance and Practice

Sustainable Procurement: Government Buying Standards

In line with the 2021-2025 targets, Greening Government Commitments place emphasis on the purchase of sustainable and efficient products and services, with the aim of achieving the best overall long-term value for society. HMCTS will report on the systems in place to achieve this including complying with the Government Buying Standards and reducing risks and impacts to supply chains.

Sustainable Procurement: Government Buying Standards is mandatory guidance relating to a set of sustainable specifications for over 60 commonly purchased products. The guidance must be followed when buying goods and services in the listed project groups, which includes buildings, construction projects and furniture. The intent of the guidance is to embed compliance with the Government Buying Standards in departmental and centralised procurement contracts, within the context of government's overarching priorities of value for money and streamlining procurement processes. It will also facilitate the understanding and reduction of supply chain impacts and risks.

All projects must follow the mandated Government Buying Standards for New Build, Construction Projects, and Refurbishment to ensure that each project incorporates an element of sustainability within the design.

All construction products and mechanical and electrical equipment must be selected to minimise environmental impact. This will be achieved by selecting products that comply with independent certification schemes including:

- Government's Energy Technology Product List for energy-efficient plant and machinery (or at least meet the ETPL criteria);
- Government's Water Technology Product List for water products (or at

least meet the WTL criteria);

- existing sustainable timber clause to be included into all contracts covering certified timber; and
- encourage manufacture 'take-back' schemes where the manufacturer
- is responsible for either maintaining the product e.g. furniture or taking back materials at the end of life e.g. carpet recycling or re-use.

To ensure a smooth transition from construction to building occupation and on-running performance, the design team should follow Government Soft Landings (GSL) requirements. Designers shall advise HMCTS on preparing a scope of service for prospective consultants to deliver Government Soft Landings. The lead consultant shall also advise on the writing of contracts containing Government Soft Landings activities including:

- feedback from past-experience to inform buildability, usability and manageability;
- reality checking of ambitions and targets at project gateways throughout the project;
- how far to model the building's energy consumption e.g. counting regulated (e.g. HVAC systems) and unregulated energy loads (e.g. office equipment and IT systems); and,
- Government Soft Landings roles and responsibilities.

Design Approach to Sustainability

All projects, whether new build or refurbishment should align with the MoJ Property Directorate's Project Management Controls and should be applied with the MoJ BREEAM policy as an enforceable part of the

contract. Derogations to this policy will need to be signed off by MoJ's Director of Sustainability, with reference to, if required, the Head of Technical Standards. Decisions will be recorded by the Sustainability Team and reported to the Senior Sustainability Board.

All new build projects greater than £500,000 should be delivered to BREEAM Outstanding and major refurbishments to BREEAM Excellent unless proven to be technically or commercially not feasible. In such cases a derogation to Excellent and Very Good respectively may be granted. Where the applicability of the policy is unclear, or a lower BREEAM rating requires approval, the decision will be referred via derogation and in consultation with the MoJ's Sustainability Team and Technical Standards and approved by the MoJ's Sustainability Director.

The MoJ has also set a series of mandatory credits which must be achieved on all BREEAM New Construction and major refurbishment projects to ensure a high level of quality and consistency and to support wider MoJ sustainability policy objective.

Where projects are below £500,000 capital spend threshold, the Project Team should complete the Sustainable Impacts Capture sheet which identifies any impacts to energy, water, waste, biodiversity and climate adaptation. This can be obtained from the Climate Change and Sustainability Unit.

Building Research Establishment Environmental Assessment Method (BREEAM)

BREEAM is the leading environmental assessment method for buildings in the UK. It provides a framework by which the environmental performance of a building can be assessed. It sets the standard for best practice in sustainable design and construction. Its application is advocated by MoJ policy to assist in the creation of a fit for purpose, less operationally costly and more environmentally sustainable estate.

BREEAM covers a range of sustainability issues, relevant to the Greening Government Commitments, and applicable to capital projects.

- **Management** — to ensure the sustainable management of construction, commissioning and operations of buildings;
- **Health and Wellbeing** — to improve the comfort, health and safety of building occupants, visitors and others in the vicinity;
- **Energy** — to encourage the design and operation of energy efficient buildings;
- **Transport** — to encourage better access to sustainable means of transport for building users;
- **Water** — to encourage sustainable water use in the operation of the building and its site;
- **Materials** — to encourage steps to be taken to reduce the impact of construction materials through design, construction, maintenance and repair;
- **Waste** — to encourage the sustainable management of construction, operational waste and waste through future maintenance and repairs associated with the building structure. Includes recognition of measures to reduce future waste as a result of the need to alter the building in the light of future changes to climate;

Government Guidance and Practice

- **Land Use and Ecology** — to encourage sustainable land use, habitat protection/creation and improving the long-term biodiversity of the site and surrounding land; and
- **Pollution** — to encourage the prevention/control of pollution/surface water run-off associated with the building's location and use.

Design Approach to Sustainability

Targets

The designer shall brief the project team and in particular, the Building Services Engineer and the Architect, on the following targets.

Procurement Requirements

All projects must follow the mandated Government Buying Standards for New Build, Construction Projects and Refurbishment, to ensure that each project incorporates an element of sustainability within the design.

All construction products and mechanical and electrical equipment must be selected to minimise environmental impact. This will be achieved by selecting products that comply with independent certification schemes including:

- Government's Energy Technology Product List for energy-efficient plant and machinery (or at least meet the ETPL criteria);
- Government's Water Technology Product List for water products (or at least meet the WTL criteria);
- existing sustainable timber clause to be included into all contracts covering certified timber; and

- encourage manufacture 'take-back' schemes where the manufacturer is responsible for either maintaining the product e.g. furniture or taking back materials at the end of life e.g. carpet recycling or re-use.

To ensure a smooth transition from construction to building occupation and on-running performance, the design team should follow Government Soft Landing (GSL) requirements. Designers shall advise HMCTS on preparing a scope of service for prospective consultants to deliver Government Soft Landings. The lead consultant shall also advise on the writing of contracts containing Government Soft Landings activities including:

- feedback from past-experience to inform buildability, usability and manageability;
- reality checking of ambitions and targets at project gateways throughout the project;
- how far to model the building's energy consumption e.g. counting regulated (e.g. HVAC systems) and unregulated energy loads (e.g. office equipment and IT systems); and
- Government Soft Landings roles and responsibilities.

Project Level Approach

There are a number of process stages that must be followed for all projects to ensure best practice in sustainability is achieved.

(1) Project feasibility/design stage

Undertake a BREEAM assessment for each project

- A BREEAM assessment must be undertaken for all refurbishment and new build projects above the capital spend thresholds.

Guidance can be found in this toolkit and the MOJ BREAM policy

(2) Sustainability Impact Capture Sheet

Where projects are below the capital spend threshold, the Project Team should complete the Sustainable Impacts Capture sheet which identifies any impacts to energy, water, waste, biodiversity, and climate adaptation. Actions must be outlined to mitigate against any negative environmental impacts resulting from the project, and should aim to follow BREEAM principles, without the formal BREEAM assessment. The Sustainable Impacts Capture Sheet should be returned to the MoJ Climate Change and Sustainability Unit for review and sign-off at Design stage and at project completion.

(3) Sustainability feasibility report

The design team must prepare a sustainability report including:

- BREEAM pre-assessment demonstrating what credits will be achieved to meet the BREEAM rating target;
- lifecycle cost analysis of energy and water saving investments to achieve the energy and water saving targets;
- targets for construction waste and monthly reporting of construction waste against targets using BRE Smartwaste Tool or similar; and
- identify at least one innovative feature in each project.
- Incorporating 10% Biodiversity Net Gain (BNG) into project, as this is a new legal requirement
- Considerations of ICT and digital requirements of projects

(4) During Construction

The Project Team should work with contractors to obtain regular information on energy, water and waste-saving progress throughout the new build or refurbishment process. Consider establishing project-specific KPIs – discuss with CCSU.

(4) At Handover

Provision of training for the Facilities Management partner and occupants

Training should include:

- available aftercare provision and aftercare team main contact(s);
- any scheduled seasonal commissioning and post occupancy evaluation;
- demonstration of installed systems and key features, particularly building management systems, controls and their interfaces;
- Building User Guide and other relevant building documentation; and
- maintenance requirements, including any maintenance contracts and regimes in place.

(5) BREEAM assessment (where appropriate, for capital spend above the threshold)

A final BREEAM Certificate.

Where a Sustainable Impacts Capture sheet has been completed, evidence should be provided to the MoJ Climate Change and Sustainability Unit that actions taken to reduce negative environmental impact and make positive environmental improvements have been achieved.

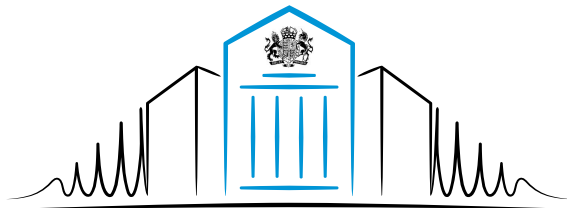
(6) Post-Handover

Monitoring should take place of all operational systems to ensure they are delivering to Design stage modelled targets. Opportunities to implement a Post Occupancy Evaluation or BREEAM In Use should be considered for continuous monitoring and optimising of building performance.

(7) Audit

HMCTS will undertake sample audits of projects to assess compliance with both procurement requirements and that the process, described above, to deliver on targets has been followed.

Legislation



Introduction

This section outlines the legislation which must be followed when undergoing a refurbishment or new build project. The legislation will set the standards to be complied with and controls to govern the actions of people.

Health and Safety

All refurbishment and new build projects should consult with the current Health and Safety policies in place at the time. Examples include:

- Health and Safety (Display Screen Equipment) regulations 1992;
- Construction Design Management (CDM) regulations 2015;
- Workplace (Health, Safety and Welfare) Regulations;
- Provision and Use of Work Equipment Regulations;
- Lifting Operations and Lifting Equipment Regulations;
- Ionising Radiation Regulations, Electricity at Work Regulations;
- Work at Height Regulations;
- Gas Safety (Installation and use) Regulations;
- Control of Substances Hazardous to Health Regulations;
- Control of Asbestos Regulations;
- Health and safety (Safety Signs and Signals) Regulations;
- Regulatory Reform Order; and
- Building Regulations.

Planning

The planning system is a process which is put in place to manage and protect development in the UK. Its primary purpose is to maintain UK's heritage and improve the infrastructure. The local planning authority is responsible for approval of a proposed scheme.

This process is mandatory, and a building cannot be erected or extended without planning authorisation.

The process is typically broken down into 6 stages:

1. **Pre-Application Advice** – It's common to seek advice of a planning consultant who can determine whether or not the proposed scheme is likely to be approved.
2. **Application** – Submittal of the design application to the planning office.
3. **Consultation** – Publicity and awareness of the submitted proposal is sent to potential affected parties.
4. **Site visit** – Inspection of the site by the planning case officer.
5. **Recommendation** – Planning case officer to make recommendation, but no final decision.
6. **Decision** – A decision on whether the submitted application is approved by the planning office. Approvals are often given with conditions that will need to be met in order to fully satisfy the application.

More information on the planning process can be accessed by going to the website:

<https://www.planningportal.co.uk/info/200127/planning>

Building Regulations

Building regulation approvals are required for most building work within the UK. Building regulation approval will apply whether you need to create a new building or extend or alter an existing one.

As with the planning process, a building control application will need to be submitted, with most buildings this will need to be a Full Plans Application, which will include construction level drawings/information. This needs to be submitted before works start on site.

During site construction stage, a Building Control Officer will visit the site to inspect the works and verify that building regulations are being adhered to.

Once the works are complete the Building Control Officer can issue a Completion Certificate providing the works comply with building regulations.

More information on the building control process can be accessed by going to the website:

https://www.planningportal.co.uk/info/200128/building_control

Also for a list of Building Control Approved Documents please visit:

<https://www.gov.uk/government/collections/approved-documents>

Equality Act 2010

As noted in Chapter 1, court and tribunal buildings should be forward looking in taking into account legislation and the reasonable needs of all users in relation to gender, age, ethnicity, physical and mental abilities, faith or any other factor influencing full participation in the justice process when creating building designs. Providing a suitable environment involves recognising and respecting the diverse needs, values and circumstances of each user, including their race, religion, gender, age, sexual orientation and any disability. These are the protected characteristics set out in the Equality Act 2010.

Chapters 4 and 5 demonstrate how designers can satisfy the requirements of the Equality Act 2010. The Equality Act can be accessed here:

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

People with Impaired Mobility

During an evacuation, it is not appropriate to use lifts because there is always a danger of people becoming trapped in a lift that has been immobilised by the fire. However, people with a disability and wheelchair users will not be able to use the stairways without physical assistance from at least two members of staff or more.

Refuge for mobility-impaired persons must be provided in protected lobbies adjacent to any evacuation lifts, as a place of temporary safety. The refuges should be appropriately signed and indicated.

Notwithstanding the foregoing, it is the responsibility of HMCTS to ensure that facilities are provided to enable people with impaired mobility to be evacuated before the arrival of the Fire & Rescue Service, as their immediate attendance to a fire cannot always be guaranteed.

This responsibility places an additional burden on key staff, who may not be physically able or trained, to assist in evacuating people with a disability/wheelchair users.

Therefore an 'evacuation' lift, separated by fire resisting construction, having a secondary power supply and contained within a protected lobby, should be provided to enable people with a physical disability to be evacuated.

These lifts must be provided and installed in accordance with latest legislation.

Data Protection Act 1998

The Data Protection Act controls how personal information is used by organisations, businesses or the government.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully;
- used for limited, specifically stated purposes;
- used in a way that is adequate, relevant and not excessive;
- accurate;
- kept for no longer than is absolutely necessary;
- handled according to people's data protection rights; and
- kept safe and secure.

The use of CCTV must be compliant with the eight principles of the act.

Consideration should be given to the:

- purpose and use of the CCTV system;
- location of the cameras;
- access to the data by the data subjects;
- length of time that the images are retained for; and
- quality of the data.

Further information can be accessed at:

<http://www.legislation.gov.uk/ukpga/1998/29/contents>



HM Courts &
Tribunals Service

Court and Tribunal Design Guide

Chapter 3

CONCEPT BLUEPRINTS FOR NEW COURT AND TRIBUNAL BUILDINGS

DESIGN GUIDE

Version 3.1



Contents

Introduction	50
Design principles	51
Site Planning	51
Building Form and Image	52
Organisation	53
Segregation	54
Zoning and Stacking	56
Internal Environment (Light)	60
General Arrangement Plans	61
Multi-Jurisdiction Hearing Centre	61
Criminal Hearing Centre	61
Civil, Family and Tribunal Hearing Centre	62

Introduction

While existing court and tribunal buildings may be adapted and improved in line with the principles of the Design Guide, the creation of an entire new court and tribunal building presents the greatest opportunity to fulfill the vision and ambition of future ways of working in court and tribunal buildings.

This chapter sets out the design approach and blueprints for new court and tribunal buildings. To the greatest extent practicable and affordable within the constraints of existing buildings, this approach and blueprint principles should apply to refurbishments.

The blueprints provided in appendix D reflect the principles and outcomes described in Chapter 1 of the Design Guide. They also focus in particular on the following design aims:

- Optimal building efficiency and space utilisation;
- Positive user experience; and
- Adaptable design and future-proofing.

The blueprints demonstrate how essential accommodation can be provided in a highly functional format and aims to set a benchmark for building efficiency and functionality. It is fully expected that these 'ideal' designs will require adaptation in response to a site's particular conditions and the accommodation

requirements of buildings. With this in mind these multi-storey blueprints should be considered as a departure point for further detailed design development by experienced professionals.

As far as possible new build court and tribunal buildings should utilise modern methods of design and construction current at the time of development. These may include modularization, pre-fabrication/off-site construction, lean construction etc. Decisions made should be based on value for money criteria.

Buildings must achieve optimum efficiency in their design and construction. From the outset they should be planned on a 1.5m module (1.5m grid is a standard commercial space planning grid which forms the basis for a variety of structural grids, 6,7.5,9m etc.) and strive to drive efficiency through repetition. Utilising commercial architectural, structural and MEP design principles will engrain efficiency, value for money and long term flexibility.

The designs indicated in these blueprints are indicative and subject to detailed design development and statutory approval requirements in conjunction with a defined accommodation brief.

Design principles

Site Planning

Sites for new build court and tribunal buildings will be required to offer development capacity appropriate for the envisaged spatial requirements. Sites should be considered in relation to their qualities regarding location, accessibility, amenity, security, urban context, planning, and any potential risks which could lead to abnormal development costs.

Security measures will apply to the entire development site and ideally sites should accommodate a stand-off zone of 15m around the building. This zone should be free of places where a bomb could be concealed. No cars should be able to park in this zone, and the public highway should not enter. However, if the ideal is not possible the criteria for the stand-off zone may be relaxed or waived and a similar level of security achieved by other structural and constructional means.

The building's segregation and zoning should extend to site planning. The building's public and private access points should be securely segregated and the privacy and security of sensitive areas of the building be protected by design or suitable physical barriers at all times.

Court and tribunal buildings planning classification is D1. Close dialogue with local planning authorities will allow the best to be made from any site and help integrate the facility within its context.

Building Form and Image

The site's context should, in part, determine the design of the building. Urban factors should all be responded to in the architecture of the building. Local context, both in the immediate and wider vicinity, should also be reflected in the materials and detailing of the outside of the building.

The aesthetics of plan and massing are something which need to be considered from the earliest stages. The sequence of major internal spaces should logically lead the public from the main entrance to the waiting areas and to the hearing rooms.

Each of the major rooms and spaces should be designed as a clear, simple, well-proportioned volume. Rooms should be a simple geometric space, usually rectangular. Rooms should not be amorphous, leftover spaces.

The building's entrances should be easily identifiable. Particular attention should be paid to the main entrance. Its proportions should reflect the size and importance of the court and tribunal building and provide a civic presence to reflect the status of the law in society. Respect for

the law and decisions made within the building should be conveyed by the building. Design teams must ensure that the main entrance to the building, and any other building entrances are built in accordance with National Protective Security Agency, Building Entry Points Guidance (<https://www.npsa.gov.uk/building-entry-points>), Specialist security consultant may need to be engaged in the case of a high risk building/ location, for example a court and/or tribunal building hearing terrorist cases.

A new court and tribunal building is a public building and should be recognisable as such. It should contribute to its location, wherever it is sited. It should function well, be clearly organised, be approachable and represent the ideas of equality before the law, stability and permanence.

A building with graffiti and vandalism is intimidating to many users. The materials and details of the building both internally and externally must be designed to discourage graffiti and vandalism and ease its speedy removal. Areas that encourage external loitering also tend

to attract graffiti and can seem intimidating.

A new court and tribunal building should be an imaginative and appropriate response to the local urban or rural area. It must provide a good internal environment, with high quality natural lighting to all the principal spaces, especially the public waiting areas and hearing rooms. All windows should be positioned to maximise the quantity and quality of both light and views. It must provide a comfortable, controlled environment that is neither too hot nor too cold at all times of the year and working day.

Organisation

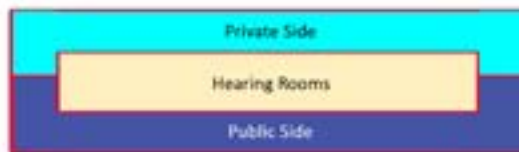
Court and tribunal building planning will develop from a linear plan arrangement. This is characterised by sandwiching hearing rooms between private and public zones either side of a notional 'secure line'. Both zones consequently have substantial external wall and access to daylight and views. If site parameters permit this basic linear arrangement can be twisted or curved to create 'L' shaped or 'U' shaped floor plans whilst maintaining segregation between

public and private areas of the building as illustrated in the diagrams below.

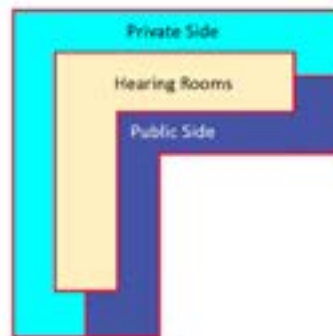
Whether supporting accommodation is placed front and back or all the way around the building's perimeter depends entirely on site constraints. In an urban situation it is more likely that accommodation will be orientated front and back whereas in less urban conditions supporting space could be arranged on all four sides of the building. Clearly the latter would be 'ideal'

and would offer maximum amenity for building users as well as optimum building efficiency. Should this not be possible light wells, atrium's and courtyards should be considered as a means of improving daylight and amenity within the building.

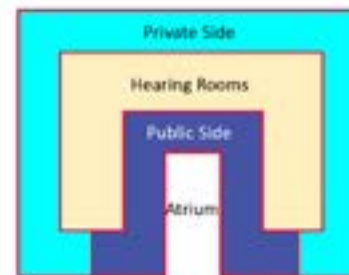
Figure 4.1 Arrangement Diagrams



Linear Arrangement



L shaped or courtyard Arrangement



U shaped or atrium arrangements

Segregation

Public and private entrances, and external and internal spaces must be segregated. The adjacency diagram shows how the key constituent spaces are clustered either side of the 'secure line'. Highly segregated buildings such as court and tribunal buildings require additional horizontal and vertical circulation routes which impact heavily on building efficiency. A key part of improving efficiency is the use of 'managed corridors' on the private side. These corridors allow shared use by HMCTS staff, judiciary, victims and witnesses and youth defendants under escort. For court and tribunal buildings with facilities for jurors there are further secure lines on the private side of the court and tribunal building, ensuring the separation of jurors.

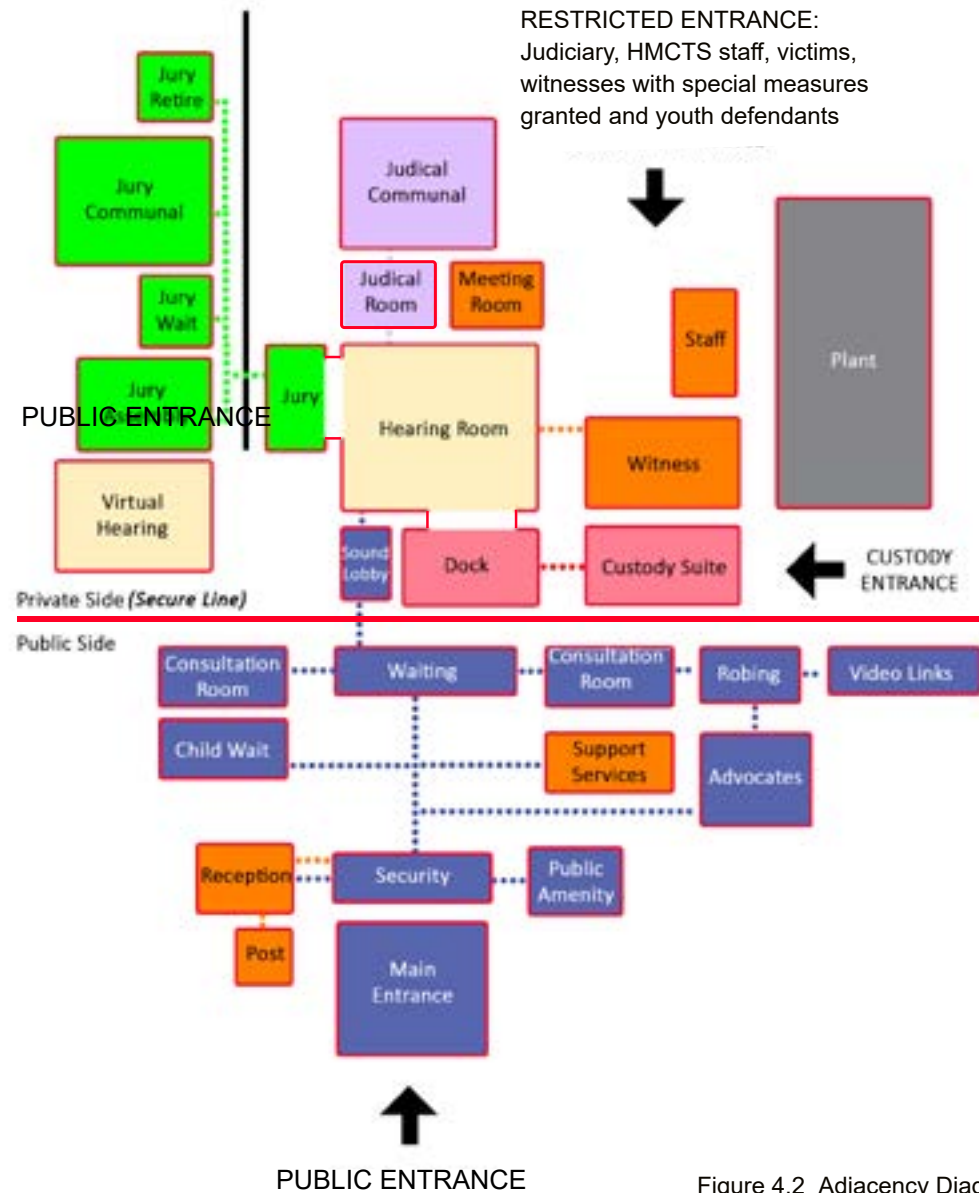


Figure 4.2 Adjacency Diagram

Segregation

The basic component of the blueprints is 'paired' hearing rooms. According to their formality they will share direct access to vertical custody and jury circulation cores and managed circulation corridors. To maximise building efficiency, hearing rooms are vertically stacked with the formal custodial hearing rooms occupying lower levels or those closest to custody areas and non-custody hearing rooms occupying upper levels more remote from the custody suite. This arrangement allows vertical cores to be truncated at the appropriate level in the building and for usable space to take its place.

To avoid duplication of the private corridor provided for the judiciary and HMCTS staff, the design allows for the adoption of a 'managed corridor'. This means allowing other authorised users — for example witnesses with special measures granted — to share use of the private corridor with the judiciary. Operationally this requires the introduction of escorts and/or technology solutions to ensure that judges and witnesses do not meet in the corridor.

Separation Routes for Youth Defendants in Multi-Jurisdiction and Crime Buildings

Youth defendants on bail will enter a court building via the restricted entrance. Managed circulation routes should enable youth defendants to be escorted to a waiting area designed to enable full segregation from adult defendants attending the building. The waiting area should have access to the hearing room, a consultation room, refreshments and WC without the youth defendant coming into contact with adult defendants.

Witness Suite

The witness suite is required to be accessible from the public and private side of the court and tribunal building. The witness suite will be divided to provide separation between vulnerable victims and witnesses, and other witnesses, and is separated from public waiting areas.

Vulnerable victims and witnesses will be escorted from the restricted entrance through a managed corridor to access the vulnerable victims and witness suite from the private side of the hearing centre. They will give their evidence either by video link from within the witness suite or from hearing rooms that they will be escorted to and from.

These measures will ensure that there are facilities for vulnerable victims and witnesses to have access to space with controlled access that provides separation and supports safety, wellbeing and security.

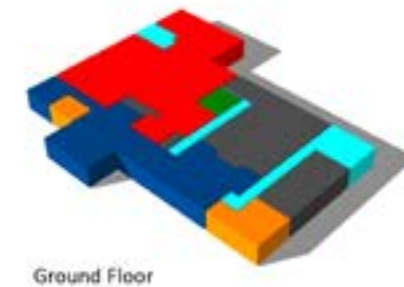
Zoning and Stacking

Spaces should be grouped into identifiable ‘zones’ as defined below:

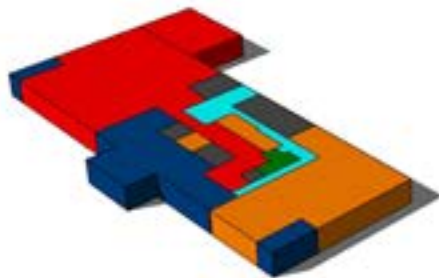
- Multi-jurisdictional hearing rooms:** Formal secure with Jury & Non Jury, Standard Custodial, Standard Non-Custodial hearing rooms.
- Judiciary:** Judicial rooms, Lounge/Dining, Workstation area.
- Jury: Jury Assembly, Retiring,** Jury Baliff, Designated circulation.
- Support space: HMCTS staff office,** Incident Control, Post, Agencies, Staff room, Meeting room(s), Public counter, Reprographics, Security/CCTV, tea points.
- Custody:** Male, Female, Youth, Cat A, Consultation, Assembly Area, Control Desk/Property, Van Dock, Officers Accommodation and Escort Routes, Docks, Defendants Waiting.
- Building services:** Loading area, Maintenance, Plant rooms, HVAC, Incoming Services, Waste and Storage, Vertical and horizontal distribution, IT.
- Public Areas:** Entrance concourse, Circulation, Reception, Consultation and Waiting Areas, Advocates, WCs, Refreshments, Press room, Wellbeing, Prayer room, Children and Young People room.
- Managed circulation:** Judicial, Staff, Witness, Jury, Maintenance.
- Witness Accommodation:** Separate waiting rooms, Video link rooms.

The ideal zoning relationship is illustrated in the stacking diagrams below:

- Public entrance,
- Custody suite,
- Plant.

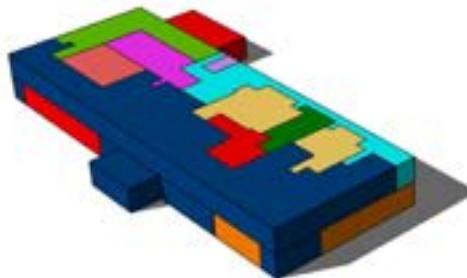


Ground Floor



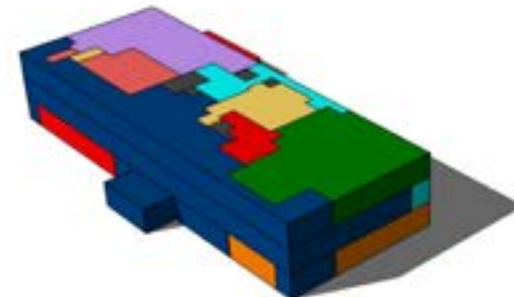
Level 0

Public, restricted and custody entrances
HMCTS workplace
Custody suite



Level 1

Public waiting areas, consultation space
Secure hearing rooms and video hearing booths
Non HMCTS agency workplace and advocates robing
Witness spaces



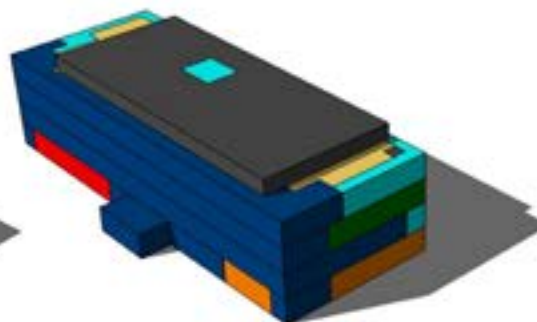
Level 2

Public waiting areas and consultation space
Secure hearing room
Jury retiring and assembly
Judicial retiring spaces
Non HMCTS agency workplace



Level 3

Public waiting areas and consultation
Secure and non-secure hearing rooms



Level 4

Rooftop building services

Zoning and Stacking

Blueprint building cross sections showing vertical arrangement of hearing rooms and daylight admittance. Paired formal secure hearing rooms with jury have the potential to sandwich a mezzanine level which houses the jury accommodation.

Storey height are indicative only and subject to structural and MEP strategies.

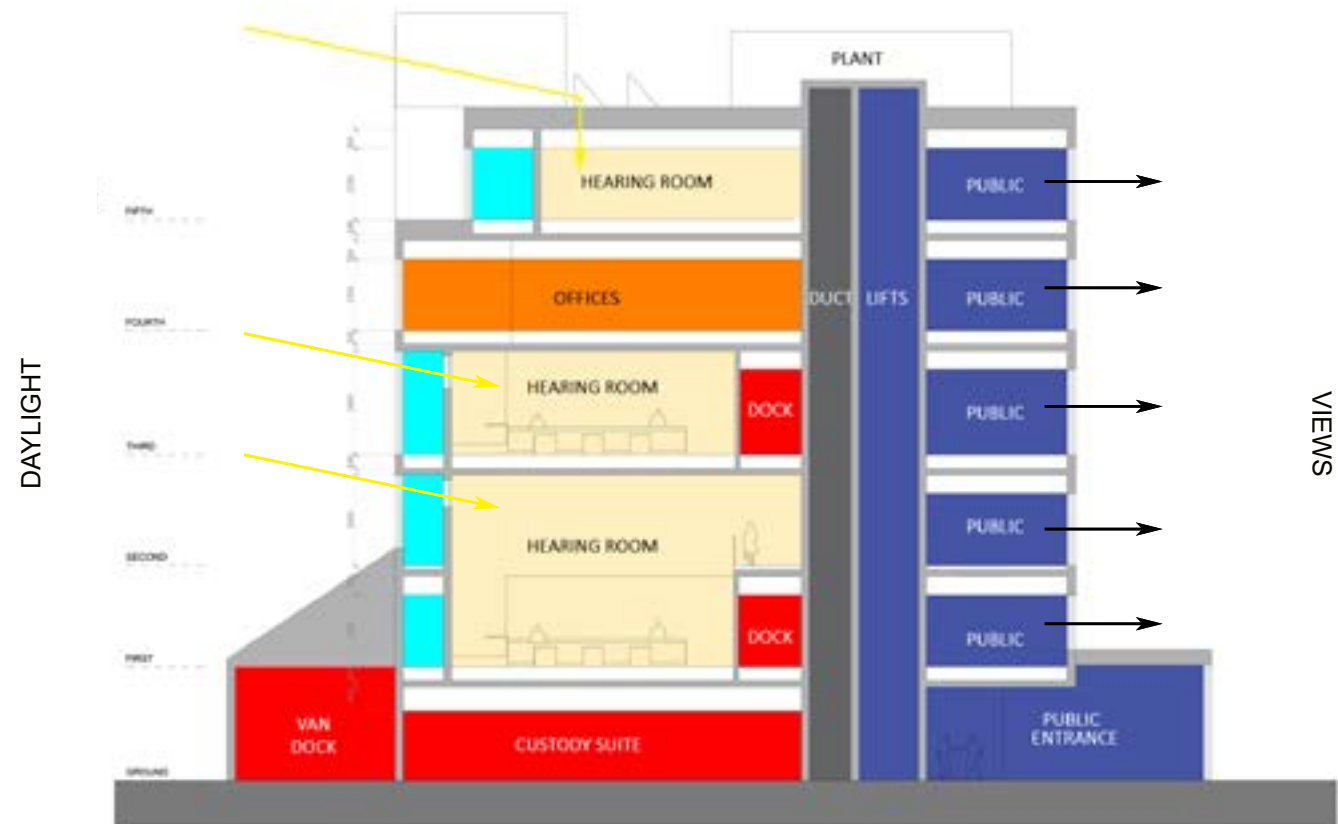
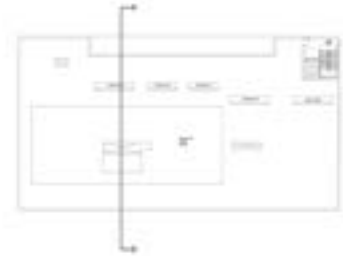


Figure 4.3 Indicative Cross Section

Zoning and Stacking

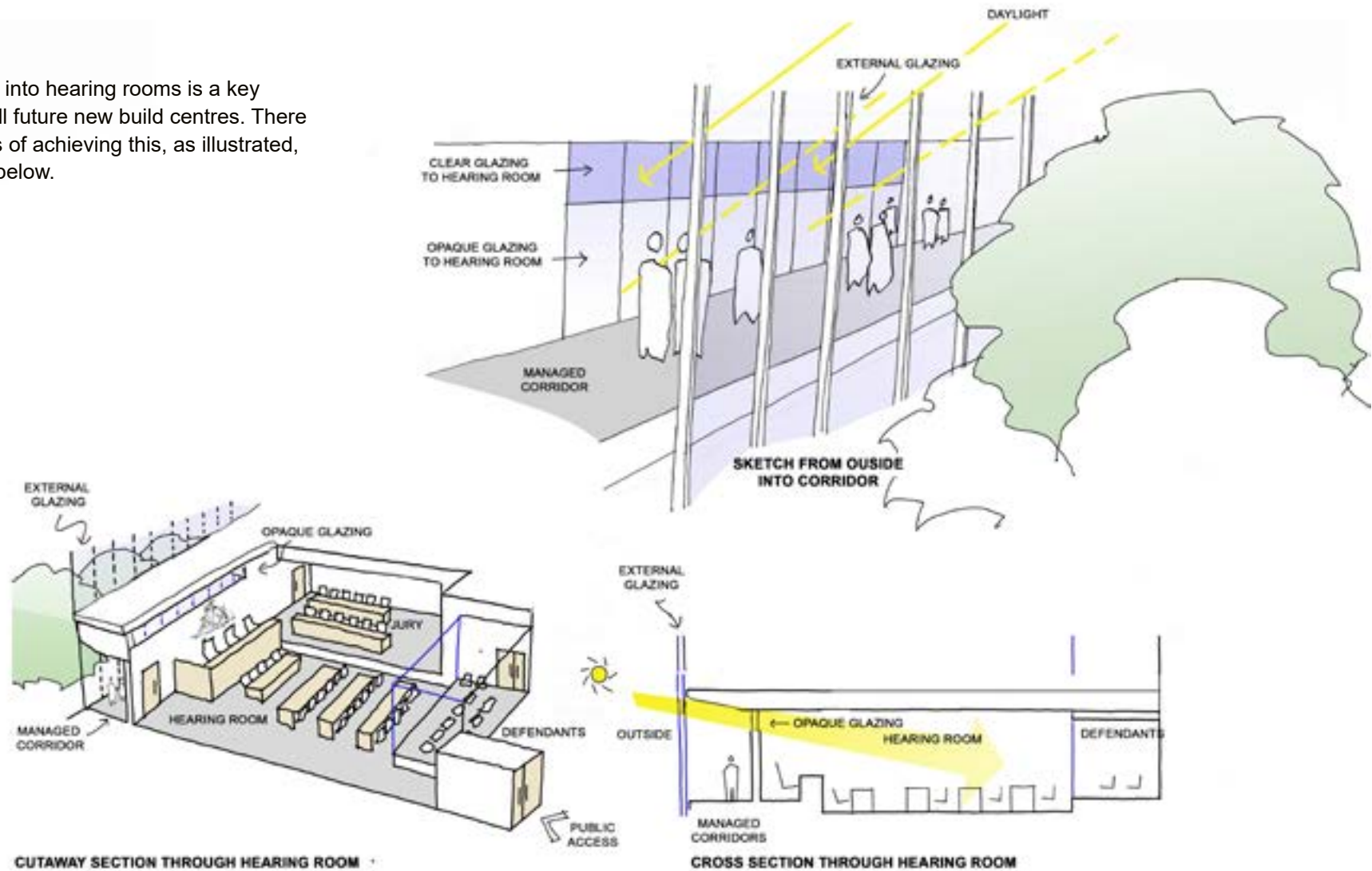


Figure 4.4 Indicative Cross Section



Internal Environment (Light)

Light admittance into hearing rooms is a key requirement of all future new build centres. There are various ways of achieving this, as illustrated, in the diagrams below.



General Arrangement Plans

Multi-Jurisdiction Hearing Centre

(Plans are located in Appendix D)

For this blueprint, general arrangement plans have been developed for a conceptual Multi-Jurisdictional Hearing Centre. The model is based on the provision of the following key elements of accommodation which could support both criminal and civil, family and tribunal hearings, within a single facility:

- Ten hearing rooms (four Formal Secure with Jury, one Standard Custodial Type 1, two Standard Hearing Rooms Type 2, one Standard Hearing Room Type 3, and two Standard Hearing Room Half Size).
- Custodial facilities servicing the hearing rooms.
- Judicial accommodation.
- Centralised Jury accommodation.
- HMCTS and non-HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates room.
- Segregated circulation and space for building services.

The custody accommodation shown in the blueprint is indicative and reference should be made to the MoJ Court Custody Suite Design Guide, when developing compliant custody suite proposals.

The types and quantum of spaces does not reflect a preferred operating model. The plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this Design Guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this Design Guide.

Criminal Hearing Centre

(Plans are located in Appendix D)

For this blueprint, general arrangement plans have been developed for a conceptual Criminal Hearing Centre. The model is based on the provision of the following key elements of accommodation which could support a variety of criminal hearings within a single facility:

- Ten hearing rooms (five Formal Secure with Jury, one Formal Secure non-Jury and four Standard Custodial Type 1).
- Custodial facilities servicing the hearing rooms.
- Judicial accommodation.
- Centralised Jury accommodation.
- HMCTS and non-HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates rooms.
- Segregated circulation and space for building services.

The custody accommodation shown in the blueprint is indicative and reference should be made to the MoJ Court Custody Suite Design Guide when developing compliant custody suite proposals.

The types and quantum of spaces does not reflect a preferred operating model. The plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this Design Guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this Design Guide.

Civil, Family and Tribunal Hearing Centre

(Plans are located in Appendix D)

For this blueprint, general arrangement plans have been developed for a conceptual Civil, Family and Tribunal Hearing Centre. The model is based on the provision of the following key elements of accommodation which could support a variety of civil, family and tribunal hearings within a single facility:

- Ten hearing rooms (six Standard Hearing Rooms Type 2, two Standard Hearing Room Type 3, one Standard Hearing Room Half Size and one Standard Custodial Type 1).
- Judicial accommodation.
- HMCTS and non HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates room.
- Segregated circulation and space for building services.

Attention should be given to the inclusion of the Type 1 Custodial Hearing Room and the increased flexibility and functionality a secure dock could offer the hearing centre. Access to this dock is via the shared secure stair under suitable escort.

The types and quantum of spaces does not reflect a preferred operating model. The plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this Design Guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this Design Guide.



HM Courts &
Tribunals Service

Court and Tribunal Design Guide

Chapter 4

COMPONENT AND BUILDING DESIGN STANDARDS

DESIGN GUIDE

Version 3.1



CONTENTS

Introduction.	66
Custodial Standards	67
Strategies	68
Introduction.	68
Look and Feel.	70
External Building Signage	78
Wayfinding Strategy	80
Car Parking.	91
Accessibility	98
HMCTS Security	99
Building Envelope.	102
Acoustics	105
Heating and Ventilation.	106
Lighting Strategy.	111
Fire Alarms	115
CCTV / Surveillance Systems	116
Intruder Alarm.	117
Door / Access Control.	117
Intercom / Public Address / Sound Amplification	118
Radio / TV Systems	119
Hearing Enhancement Systems.	119
Audio Enhancements, Court reporting and Video Link Systems	119
Cell Call, Affray, Personal Attack And Disabled Assistance Call Systems	120

LV Supply/Public Utility Supply.	120
LV Distribution	121
General LV Power	122
IT Strategy	122

Refurbishment of Existing Spaces	123
Introduction.	123
Refurbishment strategy	124
Surveys Recommended	128
M&E Approach to Refurbishment	130
Types of refurbishment.	137
Application of Room Data Sheets and Requirements for Derogations . .	139

Room Data Sheets - Introduction	140
Introduction.	140

Room Data Sheets	143
Introduction.	143
Video Hearings and Open Justice Viewing	143
Main Entrance	145
Restricted Entrance	146
Reception	147
Security/CCTV Room.	148
Public and Private Circulation.	149
Refreshment Facilities	150
Public WCs.	151

Prayer/contemplation	152
Wellbeing Room	153
Advocates' Robing Room	154
Prison Video Link Booth	155
Draft Design - Video Hearing Booth	156
Draft design - Open Justice Viewing Area	157
Public Waiting Areas	158
Waiting Room	159
Waiting Room - Children and Young People	160
Waiting Room - Vulnerable Victims and Witnesses	161
Vulnerable Victims and Witnesses Video Link Room	162
Consultation Room - Large	163
Consultation Room - Medium	164
Consultation Room - Small	165
Press Room	166
Hearing Room - Formal Secure with Jury	167
Hearing Room - Formal Secure Non Jury	173
Hearing Room - Standard Custodial Hearing Type 1	179
Hearing Room — Standard Type 2	185
Hearing Room — Standard Type 3	192
Standard Hearing Room – half size	196
Single Justice Service Room	200
SSCS Medical Examination Room	201
Judicial Room - Very Large	202
Judicial Room - Large	203
Judicial Room - Standard	204
Magistrates' Retiring Room	205

Draft design - Judicial Video Hearing Room	206
Judicial Workstation	207
Judicial Lounge	208
Private Shared WC's	209
Jury Assembly Room	210
Jury Retiring Room	211
Jury Waiting Room/Area	212
HMCTS Workplace	213
Tea Point	214
Agency Staff Work Place	215
Secure Exhibits Store	216
Meeting Room	217
Meeting Room - Small	218
Jury Bailiff Room	219
Incident Control Room	219
Comms/Server Room	220
Plant Room	220
Maintenance Room	221
Ancillary Storage Room	222
Storage Room - Cleaning Equipment	222

Design specifications	223
Introduction	223
Royal Coat of Arms	224
Finishes Specification	224
Furniture Specification	232

Introduction



This Chapter sets out the component parts of a court and tribunal building, across all jurisdictional needs, can be drawn on to meet the requirements of each project.

The section begins with strategies that cover the necessary design considerations and standards for a successful court and tribunal building. It then moves onto the individual room datasheet components of the building, thus enabling a more detailed view of each room/ component requirement.

The sections of the Chapter have been divided as follows:

- Design Strategies
- Refurbishment of Existing Spaces
- Room Datasheets
- Specifications

In summary, the Design Guide offers negligible flexibility in relation to critical outcomes (e.g. safety and security requirements, accessibility, consistency of identity, flexibility and efficiency of space) but recognises that there may be different ways of fulfilling them.

The chapter should be read in conjunction with all of the chapters, in particular chapter 2 which identifies the wider policies and standards, referred to and annexed to this Guide, within which HMCTS operates and must fulfil.

Custodial Standards



In any refurbishment or new build work, the designer must ensure that designs are fully compliant with the custodial standards for court and tribunal buildings, as detailed in the Ministry of Justice Court Custody Suite Design Guide.

The designer must:

- devise a layout that will achieve maximum capacity and control, make the best use of resources (including staffing) and maintain safety and security, whilst providing long-term value for money;
- use the building fabric and the facilities within, to provide a secure envelope, appropriately structured and segregated to minimise hazard to staff and defendants, particularly where security is threatened;
- frustrate the opportunist; delay the escapist and those who may try to provide assistance; deny the general public direct view or contact with defendants while in the custody area, except when authorised by a judge or magistrate;
- wherever possible fixtures and fittings must be built-in, have rounded corners and sloping tops, free of crevices, ledges and places of concealment for substances or objects and no point to which a ligature could be attached. Design for the worst realistic situation and provide facilities that will remain operational in the case of an emergency for a minimum of three hours or to the standards set out in the client requirements document (whichever is greater);
- ensure the site is of sufficient size to accommodate the building with enough surrounding space to allow access, queuing and egress of custody vehicles with a further clear area of 5 metres in length to the secure boundary; and
- ensure any aperture in the custody building or operational space visible beyond the custody building envelope should not be overlooked by less than 15 metres from that point of view.

Strategies



Introduction

This section of Chapter 5 sets out the policies and strategies around which new designs should be based. They are:

Look and Feel — covers the expectations of aesthetic finish, lighting and acoustics.

External Building Signage — provides guidelines on building signage including off-site, on-site and temporary.

Wayfinding — covers the principles of guiding people through the court and tribunal building, people flows and ultimately signage.

Car Parking — covers HMCTS parking requirements for essential and non-essential users, BREEAM design standards and MEP considerations relating to ventilation, lighting, security and electric car charging.

Accessibility — ensuring that designs accommodate and are accessible and inclusive to all people, giving consideration to those with physical and mental disabilities, multiple faiths and all ages.

HMCTS Security — outlines the risk assessments required on all HMCTS site.

Building Envelope — covers the statutory requirements, functional requirements and performance standards of the external layer of the building.

Acoustics — covers the strategy for acoustics consideration within the court and tribunal building, and how it is a vital contribution towards a successful design.

Heating and Ventilation — the HVAC strategy addresses the needs of each area in harmony with interior design and incorporate natural and mechanical ventilation as well as heating where required.

Lighting Strategy — investigates the important role of lighting in contributing towards the ambience and user experience of any building.

IT Strategy — The cabling system must be installed to MoJ ICT Physical Infrastructure Standards.

Other considerations such as Fire Alarms, CCTV, Intruder Alarm, Access Control, Audio Visual systems, Call Systems and Low Voltage systems are also included in this section.

The principles should be followed wherever possible, but it is recognised that in existing court and tribunal buildings each design and each space may have constraints. These constraints should as such be considered and balanced with the requirement to follow the standards.

Look and Feel

'Look and Feel' refers to the term used to pull together ideas for the aesthetic qualities of a space. It helps to set the tone and mood using surface treatments, application of colour and light.

Design considerations which can affect the overall look and feel of a space are:

- Floor finishes
- Wall finishes
- Ceiling finishes
- Upholstery finishes

When considered together, the treatment and finish of the above form the overall interior design concept or look and feel. A common palette of finishes links the building backdrop to the overall image of a company and assists in delivering a consistent user experience across the portfolio of properties.

The use of appropriate colours in spaces can offer comfort, bring about calm and help with anxiety or stress. Colour can also be linked to wayfinding and assist with a user's journey through a space, helping to find a destination efficiently. It also helps users to find their way around the building.

The aim of implementing an interior design strategy is to establish a common palette of materials, while also ensuring consistency across numerous buildings. This ultimately strengthens and helps to define the ethos.

What does it mean to Court and Tribunal buildings?

For court and tribunal buildings, the look and feel of the public facing spaces, the hearing room and the private spaces all play an important role in reflecting the serious nature of the building and defining the ethos and inclusiveness of justice.

From a user's perspective the internal finish and surface treatment can affect the whole experience of being in a court or tribunal. This should be a positive encounter for all parties, providing a space which is comfortable, calming and flexible to maximise operational efficiency.

The look and feel should reflect the appropriate use of the building as well as being suitable, durable and sustainable. In the long run, selecting the right surface treatment also reduces overall maintenance costs, providing greater value for money.

The wayfinding strategy can influence the colour and feel within a space and help a user's journey through the building. Colour may define departments or even whole levels to enhance user experience.

The aim is to make this a positive experience for all users while strengthening the overall identity and ethos of justice, achieved through the appropriate and consistent application of finishes.

Concept

The look and feel concept for the court and tribunal buildings is to create a space which all users feel comfortable in, achieved through considered application of materials, use of lighting, and colour.

The public spaces and hearing rooms should be welcoming, light and relaxing to enhance the user experience and bring a sense of calm to the environment. The use of a space should be considered before finishes are selected to ensure they are fit for purpose, durable, easily maintained and long lasting.

Colour should be applied in subtle detailing, through furniture, accent finishes and key information points to help guide users through the space. Colour should also be tied in with the building's wayfinding strategy in helping to direct users, and to enhance experience.

When designing new or refurbishing existing spaces, consideration should be given to the following surface treatments:

Paint — a standard wall finish used in most areas. Regard must be given to the type of space to which it is being applied, more durable eggshell finishes work better in high traffic areas to limit the amount of damage and wear but also allow regular maintenance.

Timber panelling — can give a space more presence, offering an enhanced look. Wall panelling can also provide a degree of wall protection as well as having acoustic benefits.

Carpet tiling — allows the use of raised access floors as well as being easy to lay and maintain. Carpet tiles also enhance the overall acoustic performance of a space. Use of carpeting should be avoided in high traffic areas, however, it works well in waiting areas, hearing rooms, judges' rooms and office areas.

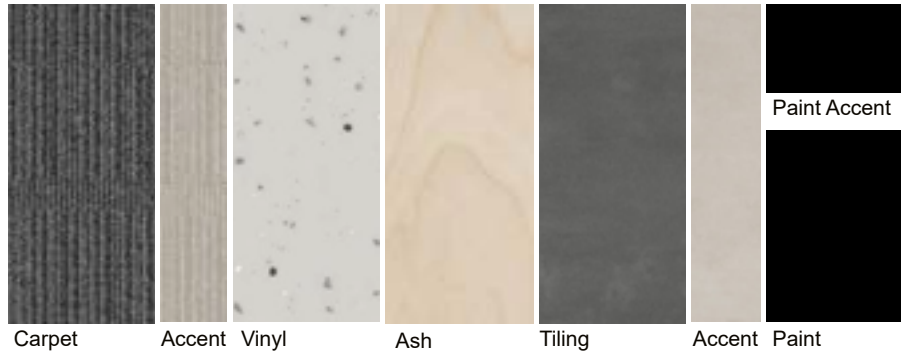
Tiling — offers a more durable and long lasting finish than most other materials. It is best used in entrance areas and WC facilities because it is easy to clean, although usage should be limited, due to the relatively high cost and poor acoustic qualities of the finish.

Vinyl — provides a durable finish which can be easily cleaned without damage and is ideal for stores and back of house areas.

The court and tribunal building should look and feel comfortable, the finish should reflect the nature and seriousness of the space and leave all users with a positive and lasting impression of the accommodation.

The concept behind the materials palette is to create a base range of neutral finishes for walls and floors. From this accent colours are used to highlight key areas and decision points to assist with wayfinding. Timber, which is traditionally deployed in these facilities is used for door panelling with contrasting painted architraves and skirting boards. It is also used for furniture within the hearing rooms such as the judicial bench/barrier, advocate, clerk, usher desks and witness boxes. Further details can be seen in the individual room data sheets.

Strategies



Finishes Palette

- Light, calm and relaxing finishes throughout hearing and consultation rooms.
- Oak timber finish doors and fixed/semi-permanent furniture.
- Carpet tiles with accent colour detailing.
- Light/neutral paint colour to all walls with co-ordinating warm feature paint colour.
- Accent colours taken from brand document.
- Identification of room functionality.
- Upholstery accent colours.

Colour Psychology

The use of colour can impact on how a space feels to the user. Colour-psychology can be used to select colours in areas where there may need to be a calming influence or alternatively provide a stimulating environment. Below is a summary of the attributes of a main colour spectrum.

Red: The colour red has the longest wavelength and is a powerful colour. Although not technically the most visible it grabs a person's attention and is associated with stimulation/energy.

Blue: The colour blue can stimulate clear thought, calm the mind and aid concentration. Although sometimes perceived as cold, blue is associated with communication and reflection.

Yellow: The colour yellow has a relatively long wavelength which is essentially stimulating. The correct choice of yellow will lift a person's spirits and self-esteem, it is the colour of confidence and can be associated with optimism and emotion.

Green: The colour green is in the centre of the spectrum, the colour of balance. It is associated with harmony, balance and restfulness.

Violet: The colour violet is the shortest wavelength, often described as purple. It is highly introverted and encourages contemplation, violet is associated with quality and vision.

Orange: The colour orange is a stimulating colour, which can help to focus a person's mind. Orange is often associated with warmth, comfort and security.

Colour Identity

The aim of this section is to provide guidance on the use of colour for signage, wall finishes and furniture upholstery (for upholstery fabrics refer to the Furniture Specification) throughout the court and tribunal facilities. By using the colour palette from HMCTS corporate identity guidelines, the information on the following pages illustrates how and where these are applied throughout the building..

PANTONE® reference	CMYK value	RGB value	90	80	70	60	50	40	30	20	10
PANTONE® 5405	C:68 M:35 Y:17 K:49	R:68 G:105 B:125	90	80	70	60	50	40	30	20	10
PANTONE® 5425	C:45 M:16 Y:09 K:26	R:125 G:154 B:170	90	80	70	60	50	40	30	20	10
PANTONE® 5445	C:21 M:05 Y:04 K:08	R:185 G:201 B:208	90	80	70	60	50	40	30	20	10
PANTONE® 3298	C:99 M:11 Y:76 K:39	R:00 G:109 B:85	90	80	70	60	50	40	30	20	10
PANTONE® 361	C:80 M:00 Y:98 K:00	R:52 G:178 B:51	90	80	70	60	50	40	30	20	10
PANTONE® 377	C:56 M:01 Y:100 K:22	R:115 G:150 B:00	90	80	70	60	50	40	30	20	10
PANTONE® 308	C:100 M:19 Y:08 K:50	R:00 G:91 B:130	90	80	70	60	50	40	30	20	10
PANTONE® 321	C:100 M:03 Y:34 K:12	R:00 G:139 B:149	90	80	70	60	50	40	30	20	10
PANTONE® 285	C:90 M:48 Y:00 K:00	R:00 G:115 B:207	90	80	70	60	50	40	30	20	10
PANTONE® 2925	C:85 M:21 Y:00 K:00	R:00 G:152 B:219	90	80	70	60	50	40	30	20	10
PANTONE® 292	C:59 M:11 Y:00 K:00	R:99 G:117 B:229	90	80	70	60	50	40	30	20	10
PANTONE® 353	C:41 M:00 Y:34 K:00	R:126 G:223 B:166	90	80	70	60	50	40	30	20	10
PANTONE® 262	C:58 M:92 Y:12 K:56	R:83 G:40 B:79	90	80	70	60	50	40	30	20	10
PANTONE® 207	C:05 M:100 Y:45 K:22	R:167 G:02 B:64	90	80	70	60	50	40	30	20	10
PANTONE® 1795	C:00 M:96 Y:90 K:02	R:205 G:32 B:44	90	80	70	60	50	40	30	20	10
PANTONE® 213	C:00 M:92 Y:18 K:00	R:226 G:23 B:118	90	80	70	60	50	40	30	20	10
PANTONE® 137	C:00 M:46 Y:100 K:00	R:225 G:161 B:00	90	80	70	60	50	40	30	20	10
PANTONE® 116	C:00 M:14 Y:100 K:00	R:254 G:203 B:00	90	80	70	60	50	40	30	20	10
PANTONE® 109	C:00 M:10 Y:100 K:00	R:254 G:209 B:00	90	80	70	60	50	40	30	20	10

HMCTS Colour Identity Palette

Strategies

Colour Palette

The principle for the use of colour in these facilities is to allocate a separate colour to each level of the building as shown in the table below. The colours have been selected from the HMCTS colour palette. Each chosen colour is to be used as an accent in the form of feature walls, around entrances to key spaces, accent colour around key room doorways, accent colours to furniture and signage. These colour highlights are set against a neutral base which should cover the majority of the surfaces which are either pure brilliant white (RAL 9010) or light grey (RAL 7035).

The accent colour should first appear to the user in the building signage and directory at the main entry point. The corresponding level colour should then be used as noted above, improving the user's experience, assisting in their orientation of the building and helping them to reach their destination more efficiently. This should help reduce stress levels and anxiety.

The accent colour selection shown below is from Level 0 – 6, if the building has more levels additional colours can be chosen from the HMCTS corporate colour identity palette. However, these should be of a different colour to those already selected.

	PANTONE® reference	CMYK value	RGB value
	White	C:00 M:00 Y:00 K:00	R:255 G:255 B:255
	PANTONE® Process Black	C:00 M:00 Y:00 K:100	R:00 G:00 B:00
Level 0	PANTONE® 295	C:100 M:70 Y:08 K:54	R:00 G:47 B:95
Level 1	PANTONE® 5405	C:68 M:35 Y:17 K:49	R:68 G:105 B:125
Level 2	PANTONE® 207	C:05 M:100 Y:45 K:22	R:167 G:02 B:64
Level 3	PANTONE® 262	C:58 M:92 Y:12 K:56	R:83 G:40 B:79
Level 4	PANTONE® 377	C:56 M:01 Y:100 K:22	R:115 G:150 B:00
Level 5	PANTONE® 3298	C:99 M:11 Y:76 K:39	R:00 G:109 B:85
Level 6	PANTONE® 137	C:00 M:46 Y:100 K:00	R:225 G:161 B:00

Colours

Standard paint colours are available, which correspond to the HMCTS corporate palette. The colours demonstrated below are to be used to identify different floor levels, and are to be used as accent colours on walls in areas such as lift lobbies. The adjacent image Figure 5.1 demonstrates the use of an accent wall colour to identify the lift core and how the colours are linked to the signage system. It also shows in the background how a key entrance door has been highlighted in the accent colour around the doorway.

The grey colour shown below (high performance diamond acrylic eggshell RAL 7035 light grey) is for new and existing skirtings, architraves and frames. This colour reference has been selected to provide the minimum

30 points of contrast between the doorway and the walls painted in either high performance diamond acrylic eggshell or diamond matt emulsion pure brilliant white or light grey (RAL 0910). All existing skirtings, architraves, frames, to be painted grey to match RAL 7035 (light grey).

Note: the 30 points of contrast for the door frame has been calculated against a white painted wall.

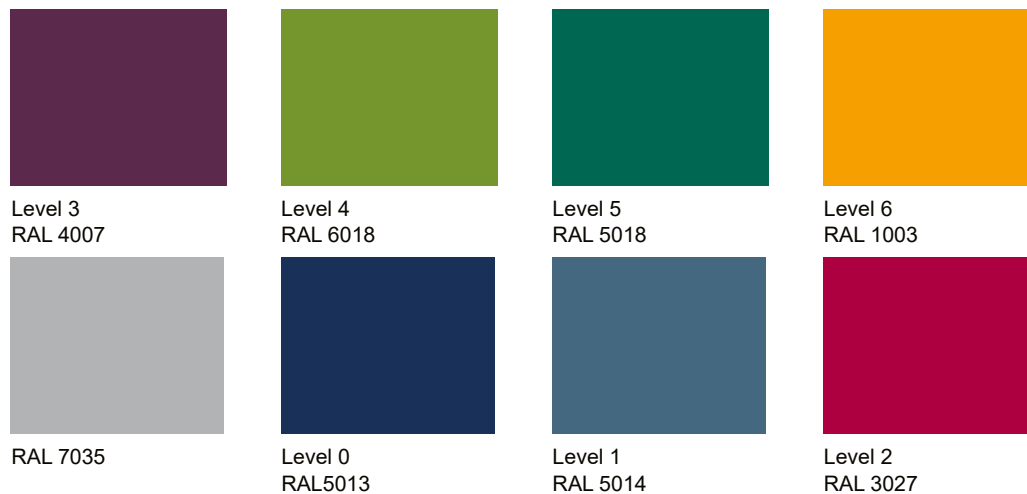


Figure 5.1 Accent wall colour

Design for People with Disability

Disability is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action. Participation restriction is a problem experienced by an individual involving themselves in life situations.

A disability may be cognitive, developmental, intellectual, mental, physical, sensory, visual or a combination of these which can affect people in different ways, for example, some people:

- may benefit from changes in floor or wall surface to orientate themselves;
- may perceive a change in floor colour/finish as a hole or other hazard and as such may not approach the floor colour/finish where it changes; and
- may struggle to understand text alone and require visual prompts to understand where they are.

It is therefore important to design for users with a potential variety of disabilities where possible in all projects.

Reference should be made to BS 8300, Section 12, 'Design of an Accessible and Inclusive Built Environment, Part 2 Buildings - Code of Practice'.

The following design principles outline the key considerations when designing for disability:

Familiar — to ensure that people can relate to their environment and surroundings through landmarks, colours or objects.

Safe — to provide clear delineation between public and private spaces, to help make people feel safe in a new environment.

Distinctive — to assist people to move more freely and independently by providing reassurance of where they are.

Legible — by ensuring that destinations and entrances are in obvious positions and are clearly identified.

Comfortable — to reduce stress and disorientation by reassuring people through recognisable environments.

Accessible — to provide spaces which limit level changes and carefully selecting finishes to avoid reflections/dark surfaces to limit confusion.

Designers can respond to the key principles where possible by adopting the following design considerations to help people with a disability.

Visual Contrast

To avoid confusion, floor finishes should have a minimum of a 30-point difference in light reflectance value (LRV). Heavily patterned flooring should be avoided.

Where possible, there should be contrasts in finish between walls and floors; and door architrave and adjacent wall.

It is important to highlight entrances or circulation routes to encourage people to travel through them to their destination.

Physical Barriers

To avoid creating physical barriers within spaces, furniture should be arranged away from circulation routes and entrance areas to encourage people to move freely without feeling trapped.

Flexible partition screens can be used to provide separation within public waiting areas but these should not obstruct circulation routes and entrance areas.

Where possible there should be a contrast between the furniture and floor finish within a room to help avoid trips and falls.

Visual Cues

Symbols or imagery can act as a visual cue for people with disabilities, they can help trigger a memory and act as a reminder, e.g. toilet for WC facilities.

Dead Ends

Long corridors can cause stress and discomfort for people with disabilities, dead-ends can also have the same effect.

The most effective method is to either place a destination at the end of a corridor, waiting area or design the building to encourage people around a central circulation route.

Acoustics

Loud noises can cause discomfort and increase stress it is therefore important to consider good acoustics through the treatment of walls, floor and ceilings.

Lighting

Buildings where possible should maximise natural light as this can be visually stimulating and aid with wayfinding by providing a memorable external landmark.

Wayfinding

Signage can be further supported through the continued use of colour on one level and memorable features to highlight entrances or key routes - which may be finished in the level colour to act as a reminder of where a person is in the building.

Strategies

External Building Signage

External signs or symbols are required to instantly identify the court and tribunal building. Many members of the public may be unfamiliar with the court or tribunal location therefore signage should be clearly seen from all approach roads by pedestrians, passengers in buses, cars, etc. External signage is an integral part of the building's architecture and should be considered as part of a comprehensive site wide signage strategy.

HMCTS will advise on the name to be used for the court and tribunal building, and a suitable sign must be provided. Layout, wording, material and typeface should be appropriate to the surrounding area and the architecture of the proposed building, particularly when a new sign is to be installed in or around a graded or listed building. All signage will have to be agreed with the local planning authority as part of a detailed planning application.

The Royal Coat of Arms is required to be displayed prominently on the outside of all court and tribunal buildings in England and Wales, as it is an immediately recognisable symbol of the court or tribunal building. In addition, a mounted or freestanding sign should be considered near the public entrance. No external signs are to be provided for the custody area or the custody vehicle lock and its approaches. Sign construction must be durable, vandal resistant and well lit. Examples of appropriate external building signage are shown in the adjacent images.

When the building is close to the main road signage must be clear and visible to motorists approaching the building in either direction. When a building is set back, or obscured by trees, the symbols should be placed close to the road and should clearly indicate the court or tribunal location and access. Where a building is served by an access road or a drive off the main road, signage and symbols should be placed close to the main road junction, and then a further sign must state the change of direction.



Figure 5.2 External signage examples; top left Basingstoke Combined Courts, top right Manchester Magistrates Court, Westminster Magistrates Court, The Rolls Building, London.

Off-Site Signage

Directional pedestrian signage from public areas such as bus stations, rail stations, public car parks, and vehicular signage from major road networks, should be provided. These signs should be agreed with local authorities.



Figure 5.3 Shows Existing Off-Site Signage

On-Site Signage

Where on-site signage is required, signs should be unambiguous, clear, single sided and anti-graffiti/vandal resistant. Signage should also be well lit and appropriately located either as freestanding or surface mounted signs to aid efficient wayfinding through the site. Layout, wording and material are discretionary and to be agreed with HMCTS.



Figure 5.4 Shows examples of On-Site signage

Wayfinding Strategy

Introduction

Wayfinding and clear signage is crucial to the successful running of the court and/or tribunal building as it helps alleviate disruptions caused by missed hearings and inefficiencies as the result of individuals getting lost within the building.

An effective wayfinding system is based on human behaviours and consists of the following characteristics:

- Show only what is needed.
- Remove excessive information.
- Enable users not to think.

As architectural environments become more complicated, people need visual cues such as maps, directions and symbols to help guide them to their destinations. In these often high-stress environments, effective wayfinding systems contribute to a sense of well-being, safety and security.

Comprehensive wayfinding systems often combine signage, maps, symbols, colours, and other communications. Increasingly, they integrate mobile applications, digital displays, radio frequency identification, and other wireless technologies.

Signage is one of the biggest contributing factors to an effective wayfinding system, providing a clear and consistent message to specific users.

There are various forms of wayfinding signage that exist, the main categories are as follows:

- Information signs.
- Directional signs.
- Identification signs.
- Warning signs.

If implemented correctly, the sign types above will direct you from point to point and confirm your progress along the route. A strong wayfinding strategy will add value to the ethos of justice and can become part of the marketing process, delivering a positive experience for all users.

What does it mean to Court and Tribunal buildings?

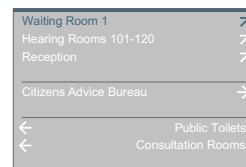
A strong wayfinding strategy can help to establish the ethos and identity of justice while offering a positive user experience through clear and distinct signage.

As well as being a tool which is used to navigate through a building, wayfinding can be designed to help distinguish a building's identity. By designing a set of common principles and signage types the court and tribunal buildings can maintain consistency across the board while strengthening the overall ethos and perception of justice for all. The end goal is to provide a user-friendly signage and wayfinding system which improves overall user experience.

All users need consistent, concise, accurate and timely information when they are in the court and tribunal environment. If a user is unable to find their way, it can lead to frustration and a poor experience.

Good wayfinding can offer a number of benefits, including:

- User satisfaction.
- Reduce clutter and unnecessary information.
- Aid user flow and reduce crowding.
- Allows users to reach their destination easily and quickly, allowing them time to understand, explore and feel comfortable in the environment.
- Reduce enquiries at the reception.



Concept

The wayfinding strategy aims to encourage the movement and flow of public users to their destinations effectively, achieved using colour and clear signage. The strategy aims to allow public users to have time to understand, explore and feel comfortable in the court and tribunal environment.

Non-public users such as staff, professionals and the judiciary do not require such specific signage as in most cases they will have an understanding of where they are required to be. There may also be a risk involved in highlighting entrances for the judiciary on public facing signage

Public users generally enter a court or tribunal building to be heard or attend a hearing, therefore it is essential to highlight:

A — Which room the user is required to attend

It is important to use clear signage and colour to direct users quickly to their destination.

B — Where the room is located within the building

Once a user knows the location of where they need to be, they then need to find it within the building.

Colour may be used to determine the correct waiting area for the user whilst they attend the court and tribunal building. The colour should be represented using appropriate finishes, furniture etc.

Signage Design Considerations

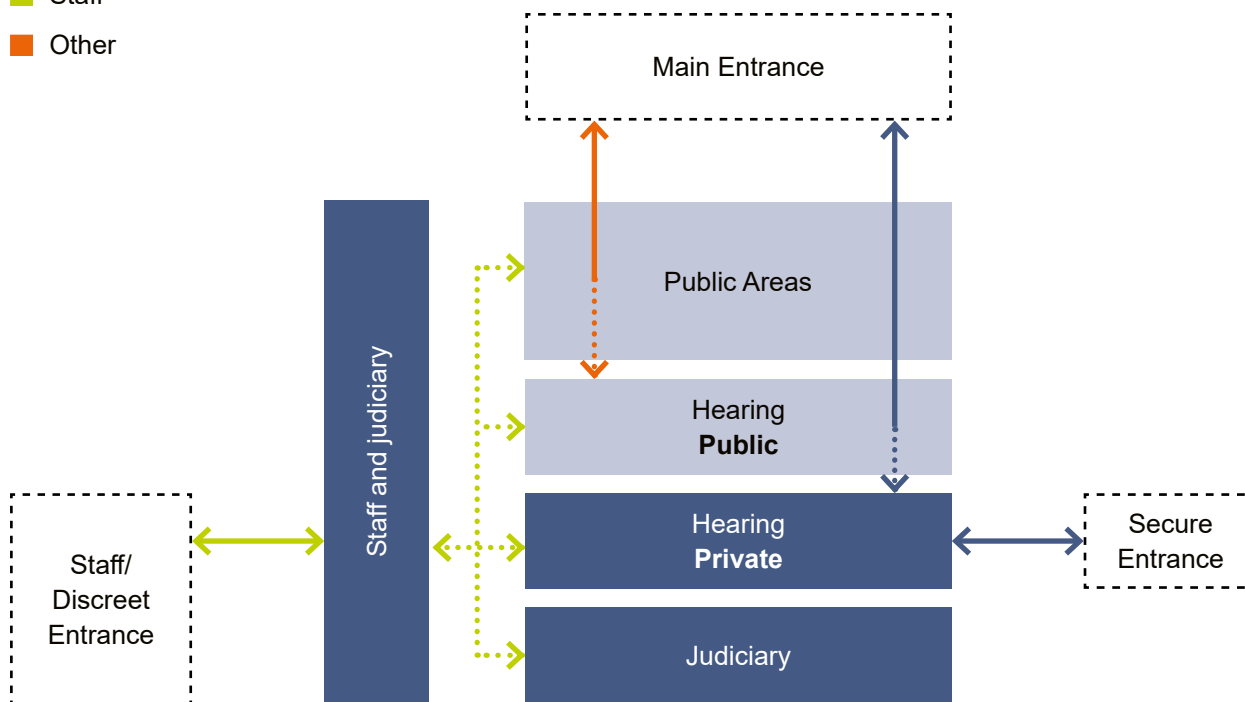
When making decisions on the types and style of signage for way finding various elements should be considered. Reference should be made to BS 8300, Section 12, 'Design of an accessible and inclusive built environment, Part 2 Buildings - Code of Practice'.

- Clear legible typeface.
- Size of typeface.
- Clear symbols and arrows.
- Tactile text for people with visual impairment.
- Use of colour and symbols for those with reading difficulties or those of which do not have English as a first language.
- Use of colour to determine level, department, facility or user.
- Use of changeable lettering or digital signs for flexibility.
- Maps to help with navigation.
- Hanging signage to prompt while on route to destination.
- Careful consideration to be given to the placement of the signs and location.
- Signs should be just before or at the decision points.
- To be readable from a distance.
- Background colours to provide clarity rather than being difficult to view.
- All signage (and notices) that is on display in court and tribunal buildings in Wales is bi-lingual.

Flow diagram

Diagram shows a typical building layout and how the wayfinding would link with each area. The focus of wayfinding would predominately be within the public and hearing room areas.

- Public
- Professionals
- Staff
- Other



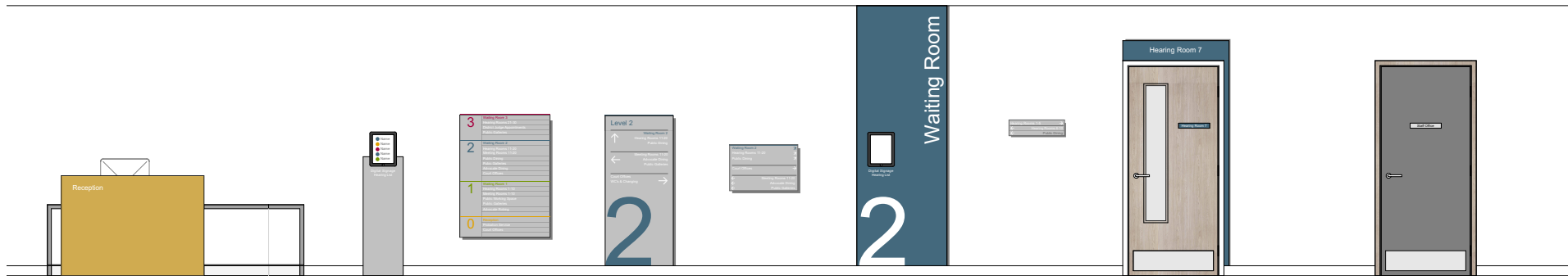
Design Considerations

- Colours to represent room/facility type.
- Use of graphics and manifestation to represent room/facility types.
- Number to represent each level.
- Integrate wayfinding into the interior design scheme.
- Internal signage linked with external signage and branding.

Strategies

Implementation

From reception counter to information panels, level directories and door signage the diagram below shows how brand identity and wayfinding work effectively and in harmony with one another creating a friendly and informative user experience.



Signage Types

Colour Principals

Colour in signage

The various signage types - are to be predominantly grey with white text. Colour is to be introduced to the top of the welcome sign, level directory, wall mounted signage and hanging signage, according to the floor level colour.

There are a range of signage types typically used in support of the wayfinding strategy. These are:

Description	Type
Welcome sign	S14
Main directories	S1 and S2
Level directories	S4
Wall mounted signage	S5
Information panels	S7
Hanging signage	S8
Door sign — public areas	S9 and S12



Example of "Welcome" sign to Foyers/Reception
(Signage Type S14)

Strategies

6	Court Rooms 601 - 606 Jury Room Advocates' Room Reception Public Toilets
5	Court Rooms 501 - 506 Hearing Room 507 District Probate Registry Reception Public Toilets
4	Hearing Rooms 401 - 412 Consultation Rooms Reception Public Toilets
3	Court Rooms 301 - 303 Orders for Questioning Consultation Rooms Public Counters Personal Support Unit (PSU) Reception Public Toilets
2	Court Rooms 201 - 207 Hearing Room 208 Consultation rooms Reception Public Toilets
1	Hearing Rooms 101 - 120 Citizens Advice Bureau Consultation Rooms Reception Public Toilets
0	Main Reception Civil & Family Appointment Telephones Drop Box

S1 Main Directory in Reception
Aluminium profiled panels in grey with interchangeable panel text. Floor level numbers to be coloured with coloured band division. General room names to be white with hearing rooms in corresponding floor level colour.

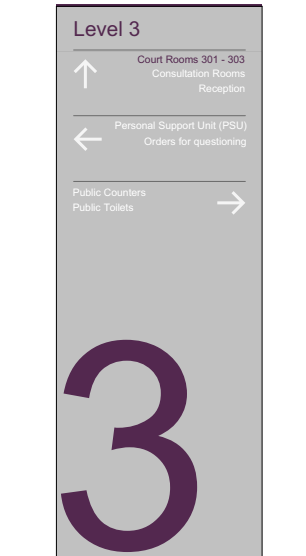
6	Court Rooms 601 - 606 Jury Room Advocates' Room Reception Public Toilets
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2	Court Rooms 201 - 207 Hearing Room 208 Consultation rooms Reception Public Toilets
1	Hearing Rooms 101 - 120 Citizens Advice Bureau Consultation Rooms Reception Public Toilets
0	Main Reception Civil & Family Appointment Telephones Drop Box

S2 Main Directory for Floor Level
Aluminium profiled panels in grey with interchangeable panel text. Left hand side of directory to receive large format coloured floor level number. Floor level numbers to be coloured accordingly with coloured band division. General room name text to be white with hearing room text in floor level colour. Height of panel to be in line with lift doors.

2	201	202	203	204	3	301	302
	205	206	207	208		303	304

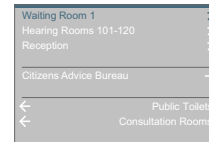
S3 Court and Tribunal Listings Directory
Laminated MDF panels colour coded to floor level. All text to be white. Room numbers to be applied above A4 clear plastic paper holders for court and tribunal listing information. All floor listings directories would be installed in the reception area, with individual panels to each floor.
If back-to-back boards are used to clearly indicate the information is on both sides.

Signage Types



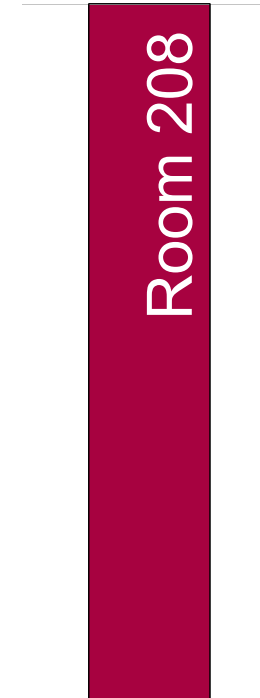
S4 Floor Level Director

Aluminium profiled panels in grey with interchangeable panel text. Large format coloured floor level number. Floor level numbers to be coloured accordingly with coloured band division. General room name text to be white with hearing room text in floor level colour.



S5 Wall Mounted Directional

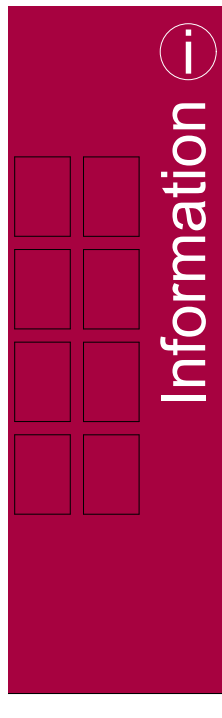
Aluminium profiled panels in grey with interchangeable panel text. Coloured band to top of sign. General room names and arrows to be white with hearing rooms along with arrows in floor level colour.



S6 Way Marking Coloured Panels

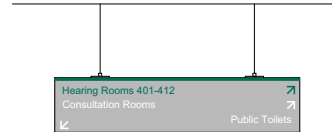
6 mm thick MDF panel spray paint finished according to floor level colour with vinyl applied white lettering to sit next to hearing rooms indicating room number. Panel to finish at underside of ceiling and to run the full length of the door frame.

Strategies



S7 Information Coloured Panel

6 mm thick MDF panel to receive spray paint finish with applied vinyl lettering for general information. A4 clear plastic holders to be fixed to panel for information sheets. Width of information panel to be determined by quantity of A4 clear plastic holders required. Panel to finish at underside of ceiling.



S8 Suspended Directional

Aluminium profiled panels in grey with interchangeable panel text. Coloured band to top of sign. General room names and arrows to be white with hearing rooms along with arrows in floor level colour.



S9 Door Sign Public Areas

Aluminium profiled panel with interchangeable panel text to door, with movable engaged sign, engaged sign to consultation rooms only. Allow for secure fittings colours and large format letters/numbers. 6 mm thick MDF coloured band to surround door allow for text above door indicating room name and number. Allow for secure fittings.

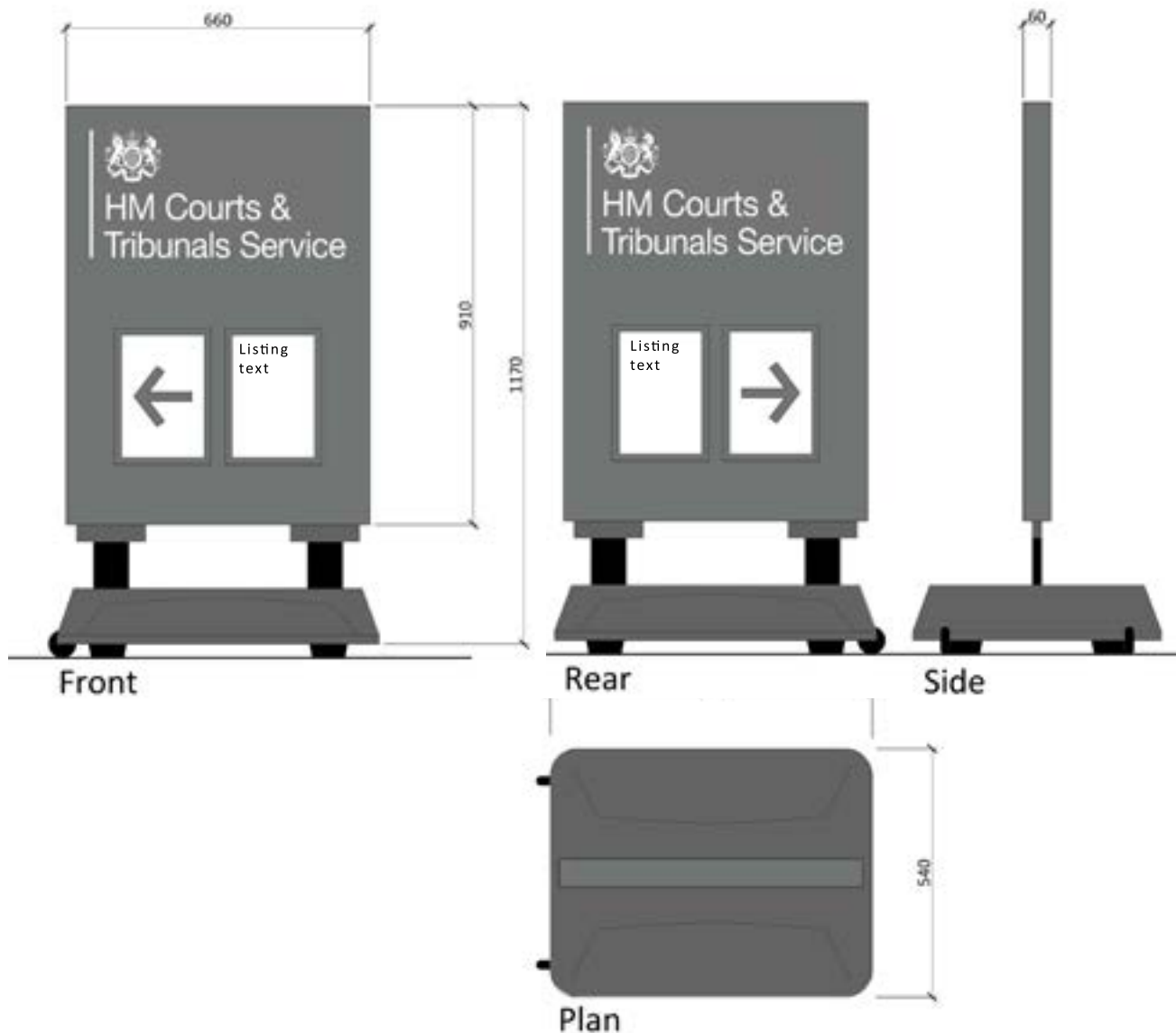


S12 Door Sign Public Areas

Aluminium profiled panel with interchangeable panel text to door.

Colour to correspond with floor level.

Strategies



Temporary Signage

Where HMCTS uses third party premises on a temporary or occasional basis, temporary signage should be provided. Signage should be freestanding and provide options to include listing information and directional signs or symbols.

Pavement Sign Specification notes:

Base

Moulded PVC base capable of being water filled and mounted with nylon wheels to enable easy relocation. Base construction should be tough and through coloured (colour: grey to match main sign). Approximate weight (unfilled) approx.10.5kg and when water filled approx.35kg. Sign to be spring mounted to base. Weighted base in conjunction with spring mounts to prevent sign being blown over in the wind. Sign can be chain locked if required.

Sign

Double sided sign constructed from PPC aluminium sheet edge fixed to suitable aluminium supporting 'picture' frame with drainage holes drilled in base. All edges to be ground round.

Main sign to be engraved with Royal Coat of Arms and lettering as shown and filled with coloured varnish (colour: white).

Display Windows

2nr. A4 'snap frame' windows both sides with protective clear PVC weatherproof covers to display A4 information paper printouts. Paper to be sandwiched between cover and suitable opaque rigid backing sheet.

Car Parking

Overview

Secure parking should be provided for essential users wherever possible. Ideally parking should be external to the building footprint and designed so that it is not overlooked. If it is not possible to provide parking externally, parking within the footprint of the building may be considered but this will be subject to justification and approval.

If space allows parking can be provided for non-essential users. Priority should be given to making provision for users with disabilities.

Car parking is not an essential prerequisite in the acquisition of any building but more of a desirable criterion. If an acquired building comes with car parking then spaces will be allocated to essential users. Following allocation to essential users, consideration will be given to provision of spaces for users with disabilities to be the priority.

Essential Users

- Members of the judiciary and magistrates
- Some senior HMCTS staff, particularly those managing groups of courts and/or tribunals
- Bailiffs – bailiffs, who's role involves cash handling, need to be able to carry out their job securely.

Non-essential users

- Users with disabilities. If on-site provision is not available, Blue Badge parking near the court or tribunal building must be identified.
- Other HMCTS staff

Associated Areas

If traffic considerations permit, a setting down point and ambulance bay should be constructed adjacent to the main entrance. Approaches and access routes to the building must be designed wide enough to allow people to pass easily.

Victims, witnesses with special measures granted, and youth defendants may need to be brought to the building by car and access the secure car park. They will enter the building through the restricted access point.

Provision for disabled motorists

Where provision of car parking spaces is available for users with disabilities direct access should be possible from the car park either through the main entrance or through the restricted entrance to the building. Access for wheelchairs should be possible into public areas, via staff circulation if necessary.

Design considerations for disabled car parking include walking distances to and from the designated car parking area and the building facilities, the provision of level access, ramped access, dropped kerbs and parking shelter.

Walking distances to and from the disabled car parking and the building facilities should be within approximately 50m and preferably undercover. Where the provision of designated disabled parking spaces close to the building is not possible, a setting-down point for disabled passengers should be provided on firm and level ground, close to the main entrance to the building.

Strategies

As far as possible, a level approach from the site boundary and disabled parking should be provided. Where this is not possible due to site constraints, access via ramps and dropped kerbs will be required. For dropped kerbs a minimum 1000mm width is required for the area flush with the carriageway adjacent to car parking reserved for disabled users. Changes in levels should be minimised to allow easy access for wheelchair users and people with impaired sight. Tactile surfaces should be used for easy identification of changes in floor levels.

To prevent the misuse of disabled parking spaces, appropriate monitoring of car park facilities should be implemented with reminder notices or other appropriate action taken if cars are wrongly parked.

Access to buildings, including the design of car parks, must comply with Approved Document M, see Part M1, Section 1. Further guidance is available in BS8300: Vol 1 on the provision of disabled parking and vehicle control barriers.

BREEAM car parking requirements

BREEAM sets design standards to encourage better access to sustainable means of transport for building by users. By implementing methods that support reductions in car journeys, congestion and CO2 emissions can be reduced over the life of the building.

BREEAM outlines the following criteria associated with parking and sustainable transport :

- **Local parking (SE12)** aims to ensure parking is appropriate for the expected users and well-integrated into the development. In particular the level of parking provision should be appropriately sized for the development, promote sustainable transport choices, and support cyclist, pedestrian and vehicle movement.
- **Cyclist facilities (Tra 03, TM05)** aims to encourage building users to cycle, so promoting exercise and helping reduce congestion and emissions by ensuring adequate provision of cyclist facilities. For court and tribunal buildings, BREEAM recommends 1 cycle space per 10 building occupants, staff and visitors. The following link provides a sliding scale of compliance for cycle storage spaces based on the building size
https://www.breeam.com/BREEAMUK2014SchemeDocument/content/07_transport/tra03.htm.

In addition to cycle storage, other recommended cyclist facilities include showers, changing facilities, lockers, and drying spaces. A BREEAM pre-assessment serves to inform the number of cyclist facilities required for compliance and is determined by the desired BREEAM rating for the court or tribunal building.

- **Electric Vehicle Charging Points (Tra03a, TRA12)** aims to promote the integration of electric car charging points in new developments. BREEAM encourages the provision for electric charging stations based on the total car parking capacity for the building (currently 3 %).

- **Maximum car parking capacity (Tra 04)** aims to encourage the use of alternative means of transport to the building other than the private car by setting benchmarks for the maximum car parking capacity. However, benchmark criteria has currently not been assessed or determined by BREEAM for certain building types including court and tribunal buildings.

Local transport policies

Policy T6 of the New London Plan sets out minimum car parking standards for the Central London area aligned to local transport policies. The following key points have been extracted from Policy T6 for reference:

- Car-free development should be the starting point for all development proposals in places that are (or are planned to be) well-connected by public transport, with developments elsewhere designed to provide the minimum necessary parking ('car-lite').
- Where sites are redeveloped, existing parking provision should be reduced to reflect the current approach and not be re-provided at previous levels where this exceeds the standards set out in this policy.
- Where car parking is provided in new developments, provision should be made for infrastructure for electric or other Ultra-Low Emission vehicles.
- Maximum car parking standards set out in Policy T6.5 Non-residential disabled persons parking must be applied to development proposals and used to set local standards within Development Plans.
- Appropriate disabled persons parking must be provided as set out in Policy T6.5 Non-residential disabled persons parking.

For areas outside of London designers should refer to local transport policies and local development plans to verify car parking standards and the appropriate levels of car parking provision applicable to a development site.

MEP Requirements

Mechanical Engineering Services

Natural ventilation to car parking area

Wherever possible, ventilation of designated car parking areas should be achieved by means of natural ventilation. Where this cannot be accommodated due to site specific restrictions and building parameters then mechanical forced ventilation should be adopted.

Natural ventilation systems must comply with the relevant requirements of Building Regulations AD B3 and AD F1 and the requirements of the fire strategy, Building Control and the Fire Officer.

Mechanical Ventilation Systems

Where natural ventilation of designated car parking areas is deemed impractical and cannot be accommodated due to site specific restrictions and building parameters then mechanical forced ventilation should be adopted.

The mechanical forced ventilation will be provided to achieve day to day ventilation of the car park and protection of the building and fire fighters in the event of a fire.

The ventilation systems must comply with the relevant requirements of Building Regulations AD B3 and AD F1 and the requirements of the fire strategy, Building Control and the Fire Officer.

The car park ventilation system must be designed in accordance with BS7346 Part 7.

Strategies

General design principles shall accommodate two design scenarios:

Daily Condition:

The system should be capable of providing up to six air changes per hour assisted by impulse fans to ensure carbon monoxide levels do not exceed:

- 30ppm over an 8 hour period
- 90ppm over a 15 minute period

Fire condition:

The system should be capable of providing a minimum of 10 air changes per hour. The smoke outputs and ventilation requirements must be assessed in accordance with BS7346 Part 7.

Electrical Engineering Services

General Internal lighting

To eliminate shadows, lighting should be even with maximum use being made of any available natural light.

Any artificial illumination provided should, where possible, provide high colour recognition. Care must be taken to ensure that the correct luminaires are incorporated within the lighting scheme to reduce the likelihood of any contribution to light pollution.

The artificial lighting system should serve to enhance the visual appearance of the interior whilst maintaining the lighting levels required for the visual tasks and CCTV surveillance.

All works should be in accordance with but not limited to the following:

- British Parking Association, Park Mark Safer Parking Scheme Design
- CIBSE Code for Lighting 2006
- CIBSE Lighting Guide 5
- CIBSE Lighting Guide 7
- Lighting Guides and Society of Lighting Guidance
- BSEN 12464-1 Lighting of Indoor Work Places
- Approved Document L2A – Conservation of Fuel and Power in new Buildings other than dwellings
- CIBSE SLL Lighting Handbook and Lighting Guides
- ILE Guidance Notes for Reduction of Obtrusive Light.
- Local Planning Authorities Requirements.
- Lighting Against Crime Guidance

Luminaires should utilise Light Emitting Diode (LED) lamps / technology throughout unless specifically indicated otherwise.

LED luminaires should be provided to the underside of the soffit of each covered car park, with all luminaires being suitably Ingress Protection (IP) rated and corrosion and impact resistant to suit their environment. As a minimum all luminaires should be IP65 rated.

Luminaires will be surface type LED linear complete with vandal resistant body/diffusers. The lighting will be activated / switched on when someone enters the car park via 360 degree microwave sensors.

The internal lighting must not exceed the following average levels of illumination:

Room or area	Illumination level (lux)	Minimum uniformity across working plane (minimum to average)	Working Plane Height (m)
Car Park (Internal)	75	0.4	Floor
Car Park (Ramps In / Out)	300 Day 75 Night	0.4	Floor

Emergency lighting

The emergency lighting must clearly indicate the escape routes and allow safe movement towards and through the building towards final exits in the event of a mains or local circuit failure.

The lamp types chosen should be high energy efficient LED luminaires with long life expectancy and low maintenance.

Emergency lighting provision will be included within the lighting design which will cover all internal areas of the building, externally at car park roof level, final exits, roof level, plant room egress and fire escape routes.

LED lamp / technology shall be employed throughout.

BS 5266 and BS EN 1838 state the levels of emergency illumination for a period of 3 hours must be as follows:

Area/space	Illumination level (lux)
Escape Routes	1.0
Open Areas	0.5

External Lighting

External lighting will be installed to provide artificial illuminance to enable general travel, pedestrian and vehicular as required necessary around the external perimeter of the building.

The lamp types chosen should be high energy efficient LED luminaires with long life expectancy and low maintenance. Lighting levels and uniformities shall be in accordance with CIBSE Lighting Guides and Society of Lighting guidance.

Lighting should be selected to complement the aesthetics of the surroundings in which they are installed.

All works shall be in accordance with but not limited to the following:

- CIBSE SLL Lighting Handbook and Lighting Guides.
- ILE Guidance Notes for Reduction of Obtrusive Light.
- Local Planning Authorities Requirements.
- British Parking Association, Park Mark Safer Parking Scheme Design
- CIBSE Code for Lighting 2006
- CISE Lighting Guide 6

Strategies

- Lighting Guides and Society of Lighting Guidance
- BSEN 12464-2 Lighting of Outdoor Workplaces
- BS5489-1: Code of Practice for the Design of Road Lighting
- Approved Document L2A – Conservation of Fuel and Power in new Buildings other than dwellings
- CIBSE SLL Lighting Handbook and Lighting Guides
- ILE Guidance Notes for Reduction of Obtrusive Light.
- Local Planning Authorities Requirements.
- Lighting Against Crime Guidance

Luminaires should utilise LED lamps / technology throughout unless specifically indicated otherwise.

All luminaires must be suitably IP rated, impact and corrosion resistant to suit their mounting location.

The external lighting must not exceed the following average levels of illumination:

Area/space	Illumination level (lux)	Working Plane Height (m)
Exterior Pathways/Walkways	5	Floor
Steps / Hazards	50	Floor
External Road	See Note Below	Floor
Car Park (External Ground)	20	0.25 Floor
Car Park (External Roof)	20	0.25 Floor

Where external lighting schemes are employed, they will generally provide minimum lux levels to the building perimeter, footpaths, cycle path schemes, walkways, entrances areas, facades, roadways as required by CIBSE Lighting Guides and British Standards BS5489 and BS8220.

Minimum illumination levels must meet the requirements of any CCTV system.

Fire Detection & Alarm Systems

The contractor must install a Category L2 fire alarm system to BS 5839-1 within the car park providing warning to occupants. It must include manual call points at all exits.

The Contractor is responsible for the design, supply, installation, testing, commissioning, and setting to work of a complete and functional fire detection and alarm system, to enhance safety and reduce loss by the detection of fire, enabling an audio / visual alarm to be given to the building occupants so that emergency actions may be taken.

All works must be in accordance but not limited to the following:

- The Building Regulations 2010, Approved Document B – Fire Safety
- The Building Regulations 2013, Approved Document M – Access to and use of Buildings.
- BS 5839 Part 1: Fire Detection & Alarm Systems for Buildings
- Building Control Officers / Fire Officers Requirements.
- CIBSE Guide E - Fire safety engineering 2017
- Building Control Statutory Requirements

Ensure that clear audible and visual alarms are provided throughout the facility in accordance with the associated standards and to the satisfaction of the fire officer and building control.

CCTV

Where parking facilities are to be provided, they must incorporate a dedicated CCTV installation.

Where CCTV is in operation, cameras must be located to cover the vehicle and pedestrian entrances/exits.

Ensure system provides effective and adequate viewing of areas at light levels Bright sunlight down to 4.0 lux

Provide means of selection and recording for system monitoring

Access Control

Provide a complete and functional vehicular access control system, to comply with the HMCTS Security Standards.

Include for all associated power, comms, and control cabling, ducting, containment, fire alarm interfaces etc. to provide a complete and functional system.

Vehicle exit barriers shall be interfaced with the fire alarm system to open on fire alarm.

The Vehicle Access Control System equipment should typically comprise of the following equipment:

- Lockable Barrier unit and arm
- Intercom
- Induction Loop
- Camera and Automatic Number Plate recognition
- Power supplies, and all other associated cabling and containment
- Access controls, proximity locks should be considered over key, digital or swipe card operated locks, which are more vulnerable to attacks of vandalism.

Provision for Electric Car Charging

Consideration must be given to the provision of electrical charging points for the use by hybrid or electric cars. Projects should be assessed on an individual basis to determine the exact needs of each project and reflect the requirements dictated by the architect and stakeholders.

Designers must consider the use of either Rapid or Fast Electrical Vehicle (EV) charging points given the duration of stay expected within any one parking session.

Units should be free standing, with one port per car parking bay as required.

References

- Inclusive mobility – a guide to best practice on access to pedestrian and transport infrastructure, Department for Transport Guidance document, 2005, <https://assets.publishing.service.gov.uk/media/61d32bb7d3bf7f1f72b5ffd2/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf>
- London Assembly, Local Transport Policies, <https://www.london.gov.uk/what-we-do/planning/london-plan/new-london-plan/draft-new-london-plan/chapter-10-transport>
- SPS New Build Car Park Guidelines, https://www.britishparking.co.uk/write/Documents/safer%20parking/SPS_New_Build_Guidelines_2016.pdf

Accessibility

Design Considerations

This section provides guidance on achieving a good standard of accessibility to and within existing buildings. The following points outline some of the key requirements set out in building regulations and must be followed within existing court and tribunal facilities. These should be read alongside the latest guidelines from sensory impairment organisations.

Compliance to AD(M) accessibility requirements is necessary, adhering where possible to best practice guidelines outlined by the Equality Act 2010 and BS 8300-2 Design of an accessible and inclusive build environment.

External

Consideration needs to be given to the external approach and entry to/ from the court and tribunal building. Further information can be found in BS8300: Design of Buildings and its approach to meet the needs of people with disabilities Code of Practice.

Reception

Reception desks should, where possible, be designed with a high and low level section which includes a knee recess for wheelchair users, as set out in Part-M of building regulations. A hearing enhancement system should also be provided.

Entrance Matting

Where entrance matting is being installed or replaced, the new matting should satisfy the length set out in Part-M of building regulations.

Internal Doors

Where existing doors are being re-configured or new doors are being installed, a 750 mm clear unobstructed width should be achieved within existing buildings. Consideration should be given to contrasting door architraves with adjacent walls as set out in current building regulations.

Where side screens are required, manifestation should be allowed for in accordance with Part-N of building regulations.

Where appropriate and where doors which exceed the 20N exertion force identified in the approved Part-M of building control are installed these should be fitted with a push button electronic opener.

Ramps/Lifts/Stairs

Where stairs are used for a change in floor level, where possible a ramp or platform lift should be installed as appropriate.

Where possible lifts should be incorporated in any building with more than one floor. All lifts must have level access in floor finish and be designed to best practice guidelines.

Ramps must be no steeper than 1:20, as per the guidelines set out in Part-K of building regulations.

Thresholds

Where floor finishes are being re-configured or replaced, consideration should be given to maintaining level thresholds for accessibility.

Toilets

Accessible toilets should be provided on the ground floor and every level of the building. Accessible toilets should be designed in accordance with Part-M and include a pull cord alarm system.

Where cubicles are provided, one ambulant accessible cubicle must be incorporated with an outward opening door and grab handles. One enlarged cubicle should be allowed for in situations of 4 or more cubicles — this may also include baby changing facilities.

A visual contrast must be considered between the floor, walls and sanitaryware as set out in building regulations.

Quiet Contemplation

Where possible, quiet contemplation/prayer rooms should be provided as set out in BS8300. This may be a part of a multifunctional space and managed by the facility.

Corridors

Where new corridors are being introduced to accommodate new hearing facilities within existing buildings, corridors must be 1200 mm wide to satisfy Part-M of building regulations.

Hold open doors should be incorporated, where possible. If the corridor is within the building's fire strategy route, any hold open doors may need to automatically close in the event of a fire.

Lobby Areas

Where new lobbies are being introduced these must be 1500 mm wide to satisfy the approved Part-M of building regulations.

Signs

Must be designed in accordance with best practice guidelines. Text must be large enough to read at distance and use appropriate symbols to aid with the wayfinding strategy.

HMCTS Security

Court and tribunal buildings follow the broad principles of the following documentation with regards to all security requirements:

1. HMCTS Security Risk Assessment – Supplementary Guidance and Information,
2. Minimum security standards and possible additional measures

It is a fundamental requirement that all designers familiarise themselves with both these documents and establish at the concept stage of each and every project all necessary security requirements.

A security risk assessment is required on all HMCTS sites without exception

This will involve but not be limited to:

- Key Stakeholder engagement
- Evaluation of risk
- Execution of detailed Risk Assessment

Strategies

The documents listed on the previous page cover aspects of security whilst also providing guidance to assist designers in completing the necessary Risk Assessments.

Risk assessments are split into several parts comprising:

Part 1 – Security Management System

This part of the security assessment considers the management systems that will be in place, to enable the effective monitoring, control and implementation of existing policy security measures.

This section reflects the key requirements of HMCTS Security, Health and Fire Safety Policy.

Part 2 – Personal Security

Part 2 enables high risk areas for those in HMCTS to be monitored and reviewed, namely the threats to staff; judicial office holders and other employees, including Bailiffs and Civil Enforcement Officers.

Part 3 – General Site Security Management

Part 3 permits HMCTS to reflect the general security management required across the site to be considered from an operational perspective.

Part 4 – Operational Security Management

This section allows HMCTS to identify the high risk or vulnerable areas of the business to ensure that they are effectively managed. This part of the Security Risk Assessment is closely aligned to the relevant HMCTS Security and Safety Operating Procedures.

Part 5 – Other Vulnerabilities

This section covers stakeholder engagement and allows key members of staff to advise of any other areas of vulnerability and areas of concern that must be taken into account.

Parts 6, 7 and 8 – Physical Security – Minimum Security Standards (see detail below)

This part of the assessment covers the minimum HMCTS Security Standards for all court and tribunal buildings.

This aspect of the Security Risk Assessment relates to the physical security measures that are in place to protect both the internal and external aspects of the site.

External Areas

- Stand-Off
- Hostile Vehicle Mitigation
- Lighting
- Car parking and Control of Vehicles
- Hidden Areas
- External Doors and Windows
- Intruder Detection Systems
- Building Perimeter
- Grounds and Landscaped Areas
- Service Yards
- Delivery Areas
- External Areas
- Plant Rooms

Access Points

- Access Points and Access Control
- Access control mechanisms and equipment
- Doors
- Windows

Public Areas

- Public Counters
- Reception Areas
- Employee Safety
- Court Security Officers
- CCTV
- Fixtures and Fittings
- Public Circulation/Waiting Areas
- Public Catering
- Toilets and Baby Change Areas
- Vacant Rooms
- Consultation Rooms

Rooms used by other agencies

- Standards
- Panic Alarms
- Restricted Access
- Witness Service Co-ordinator and Volunteers' Rooms
- Waiting Areas
- Vulnerable Victim and Witness Rooms
- Rooms used by Agencies
- Rooms used by Jurors

HMCTS and Judicial areas

- Hearing rooms
- Vision Panels/Spy holes
- Personal Panic Alarms
- Affray Alarms
- Escape Routes
- Secure Interface with HMCTS/Judicial Office Holder Areas
- Communication Rooms and Store Rooms
- Anti-Theft Devices
- Property Marking
- Administrative and Judicial Accommodation
- Vulnerable Victim and Witness Rooms

Part 9 – Action Plan

This part records all vulnerabilities identified so that an effective action plan can be devised to enable the designer to reduce or eliminate risk.

Building Envelope

Overview

The building envelope is the outer skin of a building, acting as the interface between interior space and the exterior environment. A well-considered design can make a new building work more effectively for its owners, occupants, and environment, defining the value, performance and architectural expression of a building. It can also transform the performance of an existing building, from enhancing durability and producing energy savings to re-positioning an occupant's brand.

Comprising the roof, external walls, windows and door systems, it is at the building envelope where environmental parameters such as heat, humidity, sound and light interact with the building and where it can be regulated in order to ensure the comfort of the user and the functional performance of the architecture.

The building envelope plays a major role in regulating the internal environment for its occupants. It acts as a protective skin that controls the levels of heat, humidity, light, noise and air quality. As well as regulating the internal environment, the building fabric serves to protect occupants from weather conditions, e.g. wind, rain, solar gain.

Through structural openings, the envelope provides occupants access to the building, as well as views into and out of the building. Through the specification of the individual components including doors and window systems, the envelope provides privacy, security for occupants and building contents, and compliance to building regulations provides fire safety.

Statutory requirements

Design and specification of the building envelope requires compliance to the following building regulations:

- Part L (Conservation of Fuel and Power) defines minimum requirements relating to airtightness, fabric U-values, thermal bridging, rooflights and daylighting levels.
- Part B (Fire Safety) defines requirement to provide fire separation, smoke stopping and ensure compliance of the facades' unprotected area.

Functional Requirements

The various envelope components of the building have functional requirements, or needs that must be met, which are outlined as follows:

Component	Functional Requirement
Energy conservation	Resist thermal transfer through radiation, convection, and conduction.
Structural	If the wall is not part of the main structure, to be able to support its own weight and transfer loads to building frame.
Water	Resist water penetration.
Air	Resist excessive air infiltration.
Condensation	Resist condensation on interior surfaces.
Movement	Accommodate differential movement.
Sound	Attenuate sound transmission.
Fire safety	Provide rated resistance to heat and smoke.
Security	Protect occupants from outside threats.

Component	Functional Requirement
Maintenance	Allow access to components for maintenance, restoration and replacement.
Constructability	Provide adequate clearances, alignments and sequencing to allow integration of many components during construction using available components and attainable workmanship.
Durability	Provide functional and aesthetic characteristics for the design life of the building.
Aesthetics	Give the building appearance a pleasing aesthetic
Economy	Try to be as economic as possible.

Performance standards

The performance of the building envelope refers to the desired level (or standard) to which the system must be designed for each of the above functional requirements. For example, what dimensions of movement must be accommodated, what is the expected useful life, or durability, of the system etc. The building envelope plays a critical role related to energy performance and the interior function of a building. Its performance affects occupant comfort and productivity, energy use and running costs.

Energy

The building envelope plays a critical role related to energy performance. By acting as a climatic modifier, the envelope controls the extent to which conditions can transmit between the outside and the inside. This extent of modification depends on the specification of materials, including thickness and form, the way the elements fit together and interact, surface conditions and openings. The more effective the fabric of a building, the less energy will be required to make conditions within the building comfortable. Passive design principles use the building envelope to 'filter' or 'modify' the external

climate and harness natural energy resources (e.g. solar/wind) to provide internal comfort conditions at lower fuel usage levels.

Thermal comfort

Thermal design is concerned with the heat transfer processes that take place within a building, its surroundings and the external environment. By retaining heat within the building, the envelope serves to provide thermal comfort for building occupants. Compliance to thermal performance measures is critical to the success of the envelope and building facility.

Daylighting

Daylight factor (DF) is a measure of the quality of day light in a room and is expressed as a percentage the amount of daylight available inside a room on a work plane compared to the amount of unobstructed daylight available outside under overcast sky conditions. The higher the DF, the more daylight is available in the room. Rooms with an average DF of 2% or more can be considered daylit, but electric lighting may still be needed to perform visual tasks. A key determinant for daylight factor levels is the size, distribution, location and transmission properties of the building envelope including façade, roof and windows. An energy efficient building envelope requires a balance between allowing sufficient natural light and useful solar gains into the building, while ensuring that the building does not overheat.

When designing the building envelope, the above factors must be considered, in conjunction with a range of other design considerations which include:

Strategies

- site topography
- site conditions, such as noise nuisance and air quality
- climatic conditions
- shading requirements
- building type
- building services strategies, such as lighting and ventilating strategies
- context and stylistic considerations
- availability of materials and skills
- sustainability of materials
- maintenance and cleaning
- other requirements, such as the photovoltaics, rainwater run off or storage, landscaping
- durability, flexibility and expected life
- deconstructability and recyclability

Aesthetic Qualities

The building envelope offers the opportunity for designers to express a design concept. The design of the building's form, façade elevations, specification of structural and cladding materials, and the colour palette selection all combine to provide the building envelope design and can give court and tribunal buildings a civic identity and presence, as well as allowing designers to express the internal/structural organisation of the spaces within the building. Workmanship and attention to detailing of façade sections and joints will also impact the overall aesthetic qualities.

Cost Management

The building envelope represents a significant percentage of the cost of the building, on average around 20%. Good design can allow for reductions in

heating and cooling loads, lower energy use and lower carbon emissions. This can mean there is a trade-off between the capital cost of the building fabric, the capital cost of building services, and the operating cost of the building.

The relationship between performance, aesthetics and cost often has to be carefully managed to create an effective solution. The designed solution should perform well in terms of environmental capacity, but also keep the construction works within budget and create an aesthetic that is not only pleasing but conforms to the surrounding building context, and therefore has increased likelihood to be accepted by the local planning authority.

Testing and performance evaluation

Building envelopes must meet stringent performance criteria. Testing is critical to enable performance levels to be measured and to ensure quality control. Methods to test the performance of the existing building fabric include:

- thermographic survey to determine the temperature of surfaces across the building fabric
- in-situ measurement of elemental U-values to measure heat loss (or gain) through the building fabric
- occupant surveys provide information about the perceptions of comfort, wellbeing and internal conditions and user satisfaction levels.

Acoustics

Introduction

Building acoustics is the science of controlling noise in buildings, including the control of characteristics of sound within spaces as well as minimising the noise transition from one space to another.

Acoustics play a fundamental part in the operation of court and tribunal buildings and the experience of users. Of prime importance is the quality of speech clarity within hearing rooms, including the docks, and the overall privacy between adjoining areas. The requirement for docks is set out in the MoJ Court Custody Suite Design Guide.

These requirements should be met by designing rooms and areas with acoustic objectives in mind and introducing acoustic materials to support those objectives. The ability of a space to control acoustics is of paramount importance in helping realise the underpinning principles of the Design Guide:

Appropriate

Meeting requirements of noise reduction and sound management while maintaining clarity of speech and confidentiality within specific areas.

Flexible

Adaptable acoustic materials will be utilised on internal elevations and ceilings. Where partitioning walls / dividers are introduced they will maintain the acoustic requirements of the designated areas.

Sustainable

Acoustic measures are passive with minimal maintenance requirements. They also support the principles of BREEAM.

Accessible

The Acoustic Strategy supports the access and circulation of site users while maintaining the privacy and confidentiality of specific areas.

Effective

By designing to site requirements, the acoustic measures will provide effective noise reduction and sound management for designated areas.

Acoustic control can take a number of forms, including:

Managing noise transfer between adjoining areas - consideration of sensitive adjacencies when developing layouts and use of less sensitive spaces such as corridors and lobbies as a 'buffer' between the most sensitive spaces where practical;

Noise reduction – from factors outside the building such as weather or by people or mechanical assets within the building; and

Sound insulation – containing noise transfer out of an area or excluding noise break through from an adjoining area.

The designated areas that make up court and tribunal buildings have varying requirements of noise/sound control which will primarily be met by the designer/architects in conjunction with the principles of BREEAM and application of the correct materials.

Creating the Optimum Environment

Along with lighting, heating and ventilation, acoustics play a key part in developing the correct environment within a court and tribunal building. For the main hearing room areas, a balance should be achieved of clear intelligible speech across the room and minimal transfer of sound to and from adjoining areas. In smaller meeting or consultation rooms, the concern is privacy and minimal transfer of sound outside the room.

The demands of a court and tribunal building require the acoustic design of each individual area to be met and, where practical, accommodate the flexible nature of variable room space. Where movable wall partitions are introduced, the acoustic parameters should be maintained by selection of the right materials, followed by testing and commissioning to prove the design requirements are achieved. Where it is not possible to achieve the recommended acoustic parameters for specific room types, the acoustic performance likely to be achieved should inform the decision on whether to use movable wall partitions.

Guidance on acoustic performance standards is included at Appendix C.

Sliding partitions

Movable partitions are often installed to provide end users with additional flexibility over the configuration of a space, however movable partitions present difficulties in terms of sound insulation with the levels of acoustic separation achievable between rooms being limited compared to what is achievable with a conventional partition.

The level of sound insulation achieved is highly dependent on the sealing around each of the panels of a movable partition, which is not constant and can vary with each deployment. As a result, movable partitions generally achieve only limited levels of sound insulation performance and don't achieve reliable and repeatable levels of sound insulation as a result of their temporary nature. This is true even for movable partitions which achieve high levels of sound insulation performance under laboratory test conditions, with significant drops occurring between the sound insulation performance of a movable partition between laboratory and installed on-site performance.

It is recommended that movable partitions should be avoided to rooms with either high privacy requirements or that are highly sensitive to noise transfer from adjacent spaces. If there is an end user requirement for flexibility which requires the use of movable partitions, it is important that users understand that this will result in a compromise of the level of sound insulation and privacy to the space in order to meet these flexibility requirements. Where

movable partitions are proposed, specific sound insulation performance criteria which can be measured by on-site testing should be agreed between the design team and users on a case-by-case basis.

Current Acoustic Strategy

As this would generally be unknown, a site survey by an acoustician should be undertaken. They may also make reference to any on site documents that identify the current acoustic design parameters. From that it can be determined what improvements may be needed, if any.

Heating and Ventilation

Overview

The Heating and Ventilation (HVAC) strategy complements the lighting strategy by being integral to the internal environment proposed. A comfortable working temperature with regular air changes should provide site users with the optimum environment to undertake tasks and support wellbeing.

The HVAC strategy addresses the needs of each area in harmony with interior design and incorporates natural and mechanical ventilation as well as heating where required. BREEAM objectives should also be part of the HVAC strategy where they concern sustainability.

The HVAC strategy can meet the building users' needs by:

- ensuring a stable and comfortable environment for each designated area;
- being flexible and functional to user requirements;
- designed to utilise current technology; and
- being sustainable and future proof.

The HVAC strategy should accommodate current Design Guide, statutory legislation and industry best practice (see Appendix E).

Design Principles

Appropriate — Comfortable ambient temperatures with regular air changes meeting the needs of site users and supporting all work-related tasks.

Flexible — Utilising an intelligent Building Management System (BMS) or Building Energy Management System (BEMS) that provides a high level of flexibility responding to changing needs and changing weather. Enables the ability to set points and time schedules for zone control and localised control in smaller self-contained areas.

Sustainable — Natural ventilation is more sustainable than mechanical and where practical will be the first choice of service in new buildings. BREEAM parameters should apply to the implementation of all HVAC systems in new sites. Modern boilers offer good value for money, are more sustainable and have an improved lifecycle. Consideration must be given to Biomass Fuel and Combined Heat and Power (CHP Boilers) units which provide free heat as a by-product of producing electricity. Where applicable Heat Recovery units can also be introduced to support sustainability values.

Accessible — Application of the heating and ventilation strategy should provide a comfortable environment in all areas promoting well-being and ease of access through the building.

Effective — Court and tribunal buildings should provide a managed environment that is responsive to changes while maintaining optimum values and meet sustainability objectives.

BMS/BEMS — Intelligent Control Systems

New buildings should incorporate a BEMS/BMS (Building Energy Management System or BMS (Building Management System) as a means to managing the internal environment with minimal user controls, this allows a greater level of stability and continuity of service. A BMS acts as the intelligent controlling interface for heating and ventilation and allows real time management of key metrics. It also has the ability to set optimum parameters for individual zones. Small offices and small meeting rooms may require some localised control which can be incorporated in the overall design.

Within the fabric of the building there should be multiple sensors, mechanical controls and localised interface nodes that communicate back to the main BEMS. This method promotes:

- Greater response times than manual control.
- Efficiency in terms of energy consumption.
- Interfaces to the majority of site plant – Boilers/Air Handling Units/ Air conditioning.
- Programmable settings to meet building needs.
- Management of fire safety measures such as fire doors and dampers.

BMS and Design Principles

Appropriate — It can self-regulate the building in many ways (Heating and Ventilation) and provide information as to what is going on in the building (via metering and sensor feedback). It is normally linked to the Fire Alarm system to isolate mechanical plant in the event of a fire.

Flexible — Ultimately a modular built asset, adaptable to many services and can be scaled to suit existing or new buildings.

Sustainable — In keeping with BREEAM and other energy management approaches, a good BMS system has a long learning curve and over time it can predict what is needed, making those changes without human input. It monitors mechanical plant and many key assets, which aids in life-cycle management and fault finding.

Accessible — Technically it is relatively easy to work with (after basic training) and requires minimal maintenance.

Effective — All of the above apply relative to the effectiveness of a BMS system. It manages energy, monitors assets and is the intelligence behind most of the mechanical and electrical assets.

Optimum Environment

The designers of new buildings must consider all Heating and Ventilation options to determine the optimum environment being proposed. Local planning conditions or the surrounding physical environment may impose limitations on the overall design and as such those limitations need to be accommodated. This in turn may have an effect on designing Heating and Ventilation systems. The following detail outlines options for consideration.

Natural Ventilation

Natural ventilation is where the indoor climate of the building is controlled by the intake of fresh air through openings within the building that automatically operate to provide single sided or cross ventilation for a stable indoor climate and good air quality. Heat loss and temperature control are managed via:

- Opening windows and roof lights.
- Louvres.
- Windcatchers or chimneys.
- Hybrid solutions using mechanical ventilation.

Natural ventilation is first considered at the design stage of a new building in order for it to be accommodated later at the construction stage. Once operational, natural ventilation relies heavily on small changes to the design features (see above) that may be manually controlled or automatic via a BEMS. There may be elements of mechanical assistance and to automatically accommodate colder weather warmed air may be added or fixed heating provided to respective areas.

Natural ventilation is a passive method of ventilation and as such:

- Provides a more natural indoor environment.
- Has reduced capital and maintenance costs.
- Is a large contributor to sustainability objectives.

By definition, having minimal mechanical or electronic controls naturally ventilated areas will experience a broader range of temperatures than fully mechanised areas. The architects/designers at an early stage should establish the optimum upper temperature level as well as optimum air exchanges. Design features introduced in construction must manage those values.

Mechanical Heating and Ventilation

For fully mechanised sites, temperature settings (set points) for individual areas should be set via the BEMS. An average comfortable 'set point' is 21° C with a variable "bandwidth" of an upper acceptable level (+2° C) and a lower acceptable level (-2° C). This is easier to achieve with air conditioning/mechanical ventilation than natural ventilation and wall heaters.

When the air conditioning system seeks to achieve the set point it will fluctuate between the upper and lower limits as part of the operational cycle. For example, if the temperature is slightly above the set point (agreed upper limit) then the equipment will aim to cool down until it reaches the set point. There will be a need to ensure that separate systems do not operate in conflict, i.e. trying to heat and cool simultaneously. As such design will be critical. The same in reverse when going from the lower accepted limit and rising again towards the set point. A balance of efficiency and running costs will need to be considered when commissioning the system.

In naturally ventilated areas you rely on adding heat or extracting heat to achieve a balance supported by natural air movement. Closed off areas with no natural air movements tend to rely on mechanical air extraction and/or air conditioning. Maximum temperatures in naturally ventilated areas must not be more than 25° C.

Mixed Mode Systems

Mixed mode heating and ventilation is a hybrid mix of natural ventilation and mechanical methods which offers greater flexibility in design and building management.

Heating and Ventilation Factors

While air temperatures themselves determine the user perception of hot and cold, the exchange rate of fresh air is part of the overall consideration towards the optimum environment. With too little fresh air rooms can become stuffy and smelly, concentration can be poor, and people may suffer dry eyes and get tired.

Another factor regarding air movement is the speed (force) at which it moves as too much creates draughts and users then feel uncomfortable. Too little and the required air changes may not be achieved.

Parameters for achieving the optimum environment are:

- Temperature Set Point (22° C).
- Bandwidth of Plus and Minus 2° C.
- Replenished air – 1.5 l/s/m² fresh air (12 l/s/person @ 1 person per 8m²).
- Force of air movement (dependent on the above).

System design, installation and working parameters should be based on predicted levels of occupancy, overall room/area size and equipment introduced to the building that adds to the overall heat load.

Foul Drainage above Ground

Provide all above ground foul drainage pipework to serve new sanitary appliances and other drainage outlets throughout the building down to ground level, for connection to the below ground drainage systems.

The above ground foul drainage will be installed to meet the performance requirements stated in BS/EN12056 part 2, the Building Regulations and all other Technical Manuals and Guides applicable. The system will be

Strategies

installed using the minimum pipework and fittings necessary to carry away all discharges from sanitary appliances etc quietly and with freedom of nuisance or risk of injury to health. It is essential that air from the discharge pipes or drainage system is prevented from entering the building. All pipelines will be identifiable in accordance with BS1710.

Where pipelines pass through areas sensitive to noise (such as hearing rooms, video link rooms, judicial rooms, or would become prone to the formation of condensation, they will be fully insulated in accordance with the acoustic specification.

Cold Water

Court and tribunal buildings should receive and convey cold water to all water fittings in the premises, without waste, misuse, undue consumption or contamination (including degradation of the 'fluid category' as defined by the Water Regulations Guide) of the water supply or the cold water system.

Buildings should store sufficient volume of cold water in the premises to ensure that the building can continue to be used normally if the incoming water supply is interrupted for a period of up to 8 hours.

Cold water should be received, conveyed and/or stored at a sufficient volume flow rate and a suitable pressure to comply with the recommended guidance flow rates, storage volumes and maximum/minimum water velocities in pipes and fittings.

The cold water temperature should be limited to a maximum of 2°C above the water temperature provided by the water supply company/authority, without exceeding the maximum permitted cold water temperature of 20°C.

Hot Water

A complete hot water service installation to serve the domestic hot water requirements of the building should be provided.

The hot water system will be designed for local generation to deliver water to take-off points at a temperature of not less than 60°C at outlets, with local, adjustable, thermostatic blending valves at hand washing outlets. Disabled toilet take-off points will incorporate fail-safe thermostatic blending valves where the maximum supply water temperature must not exceed 41°C.

Risks of scalding users of the system should be reduced by providing blending or thermostatic devices local to each hot water outlet where installed in domestic and public buildings set to achieve 41°C outlet temperature.

Natural Gas

A new gas supply should be provided for the new buildings with a natural gas supply and distribution system of adequate pressure and capacity to serve the condensing boiler plant located in the ground level remote plant room.

Sub-metering interfaced with the BMS for the Client's use should be provided.

Safety interlocks with the fire alarm system, manual knock-off points and heat detections located over each gas appliance are required.

General Supply and Extract Ventilation Systems

The following must be provided for general supply and extract ventilation:

- mechanical ventilation system that supplies fresh air to the areas described below and reliably extracts vitiated air from them, automatically during working hours
- heat recovery in all units by means of thermal wheels of minimum 75% airside efficiency, considering differences in supply & extract flow rates
- air diffusers and control of supply air temperature to minimise draughts through
- ductwork fittings and the provision of cross talk attenuation local to all noise critical areas to minimise noise and meet stringent noise criteria by means of adequate attenuation at main plant
- duty / stand-by extract fan arrangement to safeguard extraction of dirty air from WC areas and the like
- extract system serving the van docks to effectively capture and remove exhaust fumes from engines left running in the area

Occupancy levels will be as those derived by the Architect & Room Data Sheets.

12 l/s/person	Densely populated areas such as meeting rooms, public concourse, public gallery, witness waiting areas, staff rest and dining areas, retained building areas.
16 l/s/person	General office areas, judicial areas, hearing rooms, consultation rooms, video links, video booths, judicial rooms.
6 ac/h	Defence Secure Waiting areas, custody, tea preps & kitchens, reprographics area
10 ac/h	Toilets, showers, cleaner's stores.

Note that in many areas, the actual air change rate provided for in the design is governed by environmental control requirements.

Noise Criteria for HVAC Systems

NR25	Areas such as hearing rooms, video link, video booths, public gallery
NR30	Areas such as judicial rooms, witness waiting, all office areas, judicial areas, consultation rooms, meeting rooms.
NR35	Areas such as public concourse, entrance area, staff rest and dining areas.
NR40	Areas such as defence secure waiting, custody, toilets, cleaner's stores.

Lighting Strategy

Design Principles

Appropriate — Each area and task-based requirement must be supported by lighting that is functional and meeting the needs of users. Light fittings should complement the design features and layout of the new building. The lighting system and all relevant components should be procured being mindful of the Design Guide's sustainability and life cycle aims.

Effective — Lighting must be effective, efficient, and economic while contributing to the overall ambience of the building. Supporting productivity, confidentiality, safety and welfare by providing both appropriate private and communal lighting built around user, area and task-based needs.

Accessible — Light fittings must support wayfinding, circulation routes and fire safety measures. Where local controls are available, they must be easily accessed and easy to use.

Strategies

Flexible — The lighting system should be controlled through an intelligent “front end” (PC based control) which is able to create zonal and local environments. Lighting controls (Dimmers, Passive Infrared Sensors (PIRs) and Scene Setting) can offer flexibility of use matching area and user requirements.

Sustainable — Light fittings should be energy efficient being part of the overall BREEAM and Whole Lifecycle objectives. Additional measures can be introduced to manage light usage and energy consumption such as PIR/ Occupancy sensors.

Overview

Lighting plays an important part in creating the ambience and user experience of any building, it can also influence the working capability of individuals where good lighting stimulates productivity, maintains performance and reduces fatigue.

The design should utilise modern lighting technology and achieve a balance between performance, comfort and efficiency. The proposed lighting should address the needs and functionality of each area in harmony with interior design, incorporating natural and artificial lighting techniques

Efficiency can be achieved by utilising an intelligent lighting system that offers economic savings and lighting that is on when needed rather than on all the time.

Lighting can meet the building users' needs by:

- Ensuring a comfortable and safe environment.
- Being flexible and functional to users in each area.
- Providing light levels and light colours to match area and task needs.
- Being sustainable and future proof.
- Addressing the balance of area function, design and user requirements.

The lighting strategy must adhere to Lighting Industry design guides, statutory legislation and industry best practice.

Lighting Selection

A balance of indirect and direct light sources, as well as a balance between daylight and artificial light should be implemented to achieve optimum lighting, respective to the range of visual tasks. The correct light colour selection should add to the area requirements.

Light Colour Range

Light Colour Type — Kelvins	Description and Use
Warm White 2,700 to 3,000K	Common Seated Areas. Toilets.
Bright White Mid-Range 3,500 to 4,000K	Task based support lighting.
Cool White 4,000 to 5,000Kj	Larger Offices. Hearing rooms.
Daylight 5,000 – 6,500K	Larger atriums and open areas, plus support lighting where needed.

Light Lux Levels

Area Type	Lux Level Minimums	Light Colour Description
Hearing room	500 Lux	Cool White
Private Space	350 Lux	Mid-Range
Public Space	350 – 500 Lux	Daylight
Toilets	200 Lux	Warm White
Circulation	200 Lux	Mid-Range
Office/s	350 Lux (Room) + 500 Lux (desk)	Mid-Range + Cool White

Function of Fitting

The variety of areas and task based requirements should be addressed by using mixed forms of light fittings whereby each area/zone has the most appropriate lighting. This being a mixture of the following;

Direct — Light focused on a particular works area.

Indirect — Light that is deflected off other surfaces before illuminating the main area.

Semi-Direct and Semi-Indirect — A 50/50 measure of the first two options – a more dispersed lighting effect.

Diffused — A spread of light across an overall area typically from one source. Multiple diffused units typically make up an office ceiling grid lighting strategy providing uniformity of light levels.

Emergency Lighting

Emergency lighting is a generic term which covers a number of specific forms which are identified with required design standards,, and applies unless otherwise specified in this specification.

It is a statutory requirement to have a complete emergency lighting installation throughout all areas of a building to provide sufficient illumination to allow people to evacuate a building safely when the normal lighting has failed in an emergency. It consists of four forms:

- **Defined escape route lighting**
This is provided to indicate clearly and unambiguously all escape routes internally and externally as required. This enables the safe exit of buildings and immediate external areas by the occupants by providing

Strategies

them with appropriate visual conditions and direction finding on escape routes and special locations. It ensures that the fire call points, firefighting equipment and safety equipment can be located and used. Emergency exit signs must be illuminated and located at relevant points determined by the fire exit strategy. These will typically be over exit doors and changes of route along the agreed escape route up to and including the final exit point of the building.

Design standard: 1 lux (min), operation in 5 seconds.

- **Open area (anti-panic area) lighting**

This is provided to reduce the chances of panic and enable the building occupants to move safely towards exit routes by providing them with appropriate visual conditions and direction finding.

Design standard: 0.5 lux (min), to defined areas, which excludes a border of 0.5m, operation in 5 seconds.

- **High risk task area lighting**

This is provided to ensure the safety of those involved in possibly dangerous situations and processes and to allow the correct shut down procedures to be affected.

Design standard: 10% of the required maintained illuminance for the task, but not less than 15 lux (min), operation in 0.5 second.

- **Custody areas**

All areas except storerooms must be provided with emergency illumination of between 15 and 20 lux directly below luminaires at 750mm above floor level. The distribution factor must not exceed 4:1. Facilities should also be provided in the control room for testing all emergency luminaires.

Emergency lighting for new HMCTS sites should benefit from utilising self-testing technology (such as DALI software and protocols) that is designed into the system and reduces maintenance man hours. It should also be able to monitor emergency light battery parameters.

This would normally be complemented by a front end control (a form of BMS) for use by the on-site maintenance team.

In the case of existing HMCTS sites, any changes to lighting design must maintain Emergency Lighting to industry standards and current legislation.

For the purpose of this guide the following emergency luminaire definitions apply:

- **Non-maintained** – luminaires containing one lamp which does not operate at all from the normal supply but will energise from the emergency supply upon failure of the normal circuit it monitors.
- **Maintained (multi-lamp)** – luminaires containing one or more lamps which operate from the normal switched supply as required and of which one will energise from the emergency supply upon failure of the normal circuit it monitors.
- **Sustained (2 lamps)** – luminaires containing two lamps, one of which operates from the normal supply (switched) at all times and the other which will energise from the emergency supply upon failure of the normal circuit it monitors.

Lighting Control

The Lighting Strategy can utilise various options to introduce intelligent controls such as:

- Addressable control units.
- Zone control settings with PIRs and Timers.
- Scene Setting – with remote controls.
- Dimmers and traditional on/off switches (with time outs).

All of these can enhance the user experience, establish flexibility of the system and reduce electrical consumption. An intelligent interface (BMS) for lighting can assist the on-site team with diagnostics and maintenance as well as added flexibility should it be required, i.e. change of room size and function.

Light Fitting and Glare Index

The selection and installation of light fittings should give consideration to the correct Glare Index value for respective areas, i.e. Chartered Institute of Building Services Engineers (CIBSE) glare index. This will reduce the overall effect and discomfort of glare in the court and tribunal environment. GBS specify that the light fitting should have a light output ratio (LOR) of at least 0.8.

Indicative Glare Index Values to consider are:

Glare Limiting Value	Occupations
16	Small private offices, small meeting rooms, informal areas. Security control room
19	Offices, keyboard — reflections from screen Circulation routes, Maintenance Rooms, Toilets Waiting areas, enclosed Kitchen, Dining Areas Enclosed Assembly Areas
22	Reception area, Open assembly areas
25	Storerooms, open kitchen areas
28	Indoor car park

Fire Alarms

Fire Alarm systems must be provided within new HMCTS sites, in accordance with industry standards and current legislation. The Fire Alarm system category should be selected in conjunction with the sites fire engineering report.

Fire alarm systems should be open protocol type as to allow any suitably qualified company to maintain the system. Dial out to a remote alarm receiving centre shall be provided as part of the fire alarm system.

Fire alarm systems should:

- Provide a fully automatic fire detection and alarm system to satisfy the area coverage, and operational and performance criteria as outlined elsewhere in this section.

Strategies

- Provide central control and indication equipment, and, distributed and repeat indication facilities, where specified.
- Provide audible alarms and combined audible/visual alarms of the nature and type indicated, to achieve the required sound levels and intelligibility specified, the remote information criteria, and satisfy relevant British Standards.
- Provide software system and programming, including security of stored information, and re-programming capability.
- Provide dedicated power supplies to fire detection and alarm control panels, and, where required, ancillary and field devices, including independent standby battery-charger facilities.
- Provide integral auxiliary control facilities and effect interfaces with other systems including BMS, ventilation plant, control panels, mechanical plant, lifts, security access, fire protection and systems, door release units, voice alarm systems and fire telephone systems.
- Produce a full cause and effect document detailing all interfaces and control requirements.

CCTV / Surveillance Systems

Comprehensive CCTV systems should be provided to HMCTS sites in accordance with industry standards and current legislation. CCTV, AACS and Intruder Detection systems will be British Standard compliant and accredited in the Catalogue of Security Equipment (to be obtained by the HMCTS Property Directorate from the security team). Intruder Detection Systems must be ACPO compliant.

Cameras should be positioned in areas identified within the room data sheets. CCTV systems should be fully IP (Internet Protocol) type. CCTV signage shall be provided to warn that CCTV recording and monitoring is in use.

Provide a security video surveillance system that will allow an operator or operators to effectively monitor the external envelope, car park, all entrances and exits, all public spaces (other than toilets) and custody circulation and to record video images of the quality and format required to be used in the successful prosecution of wrongdoers in a court of law.

Provide a system that delivers both live and recorded video of such quality that, when retrieved and viewed on a standard screen, a viewer is able to:

- monitor the movement of a person or persons, when the figure occupies 5% of the vertical dimension of the screen;
- detect a person when the figure occupies 10% of the vertical dimension of the screen;
- recognise a known person when the figure occupies 50% of the vertical dimension of the screen; and
- identify beyond reasonable doubt an unknown person when the figure occupies 120% of the vertical dimension of the screen.

Provide a system of hardware and software that is easy to customise, adjust, and control by the user without the need for specialist input.

Provide a system that efficiently utilises a data local area network and wide area network operating on TCP/IP protocol as the medium for transmitting all surveillance and control data between all the components of the system.

Provide sufficient lighting to ensure that all parts of a particular zone are clearly visible by surveillance cameras or the naked eye.

Intruder Alarm

Intruder alarm systems must be provided to HMCTS sites in accordance with industry standards and current legislation. The intruder alarm provides the primary function of protecting the site outside occupied hours. Dial out to a remote alarm receiving centre should be provided as part of the intruder alarm system. The category of intruder alarm system shall be selected in accordance with a risk analysis specific to the site.

Provide an intruder alarm and emergency alarm system that will automatically transmit an alarm when an unauthorised person enters or is present in protected areas, or when any person activates the emergency alarm.

To ensure that the system is self-testing, and that the user is automatically notified of any tamper or system fault.

Door / Access Control

Door access systems must be provided to HMCTS sites in accordance with industry standards and current legislation. The door access system should be provided to control movement between restricted and non-restricted areas.

Staff and judicial office holder doors must be properly secured with controlled access by means of swipe or proximity cards. The judiciary must be able to exit to a secure, restricted area without contact with a public interface. Any interface with a custody area must comply with the guidance contained within the current security standards.

Door access systems should be controlled via a central head end control system. The system should have the facility to write unique fob/card reader access protocols to individuals, creating unique access profiles.

Provide a security access control system to allow the user to manage and control pedestrian and vehicular access to restricted and custody areas and according to user-defined access levels.

- To monitor the movement of persons in real time.
- To ensure that the system continues to function throughout any interruption of the normal electricity supply that powers it.
- To ensure that the system does not prevent persons from escaping in the event of a fire.
- To provide a system that allows the user to easily add, suspend, cancel, or change the access control information and authorisations of any person or groups of people.

Provide an Access Control System that satisfies the performance requirement on the following recognition classification and the access classification(s), in accordance with BS EN 50133-1.

~ Recognition class 2 Token or biometric.

Ensure that the Access Control System complies with the following access classes, in accordance with BS EN 50133-1.

~ Access class B

Provide a system that efficiently utilises a data network operating on TCP/IP protocol as the medium for transmitting all access control and control data between the components of the system.

Provide secure out-of-hours access with key operated locks for doors and intruder detection system.

Strategies

Provide emergency exit doors secured from access from outside and continuously alarmed. Agreed Security Assignment Instructions in place detailing response time.

Locks and key mastering

- Suiting and Mastering arrangements are required.
- 'Suiting' is taken to mean the grouping of common function accommodation (each room with its individual key) under a 'sub-master' key.
- Each sub-master key in turn comes under the designated 'master' key.

The allocation of keys and combination codes that give access to HMCTS buildings, office areas, safes and secure storage facilities must be controlled to comply with the MOJ's security policy and to safeguard assets and staff.

Window security

All ground floor and vulnerable upper floor windows to be lockable and fitted with opening restrictors (that require a tool to open).

Glass to all windows to be either 7.5 mm laminated security glass or protected by anti-shatter film (minimum of 175 microns (0.0062") thick).

Windows to be protected by anti-climb paint or devices.

External drainpipes are required to enable access to upper floors.

Intercom / Public Address / Sound Amplification

Intercom systems shall be provided to the HMCTS facility in accordance with industry standards and current legislation.

Provide the means for enabling the evacuation of individual or multiple sectors of the building in an emergency, by broadcasting secure, clear and concise audible instructions to all personnel within the building.

To manage public address announcements in public areas, advocates' areas, witness areas and non-HMCTS offices via microphones at reception/information points and a 'dial in' facility linked to the internal telephone system.

Ensure the voice evacuation system (VES) achieves a minimum in-room sound pressure level of 10dB (A) above typical ambient noise level of 70dB (A) with clear and intelligible voice messages. The noise level is to include noise generated by smoke extract fans.

Provide speech intelligibility as measured by the rapid speech transmission index (RASTI) method (BS 6840) of not less than 0.5 STI at all potential listening positions.

Coordinate with other installers to ensure correct inter-operability with other systems (including access control, BMS, fire detection and alarm) and to achieve proper spatial control of equipment and components.

Radio / TV Systems

A TV system must be provided to HMCTS sites in accordance with industry standards and current legislation.

Provide a complete and integrated television system.

Provide all the necessary equipment and cabling for reception, processing and distribution of television signals and their associated data signals for the following type of installation.

MATV - Master Antenna Television

The system to comprise receiving antenna(s), head-end equipment, low loss cable network, amplifiers, tap-offs/splitters, system outlet, electrical supplies cable containment system and all necessary material and components to form a functional system whether or not such items are specifically shown or described below.

Provide pre-distribution amplifiers as necessary to ensure a quality picture, sound and data information at all system outlets.

Ensure the installation meets the performance requirements of BS 6513, with the exception that the signal level for each channel measured at any system outlet shall not be higher than 3dB below the maximum or lower than 3dB above the minimum signal level specified in the British Standard.

The primary purpose of the system is to provide the facility for digital free to air signal reception at the outlets in areas of the building.

Licensing and Planning

The installer will be responsible to ensure that any licences are obtained for the installation through the Department of Trade and Industry (DTI) and the site have obtained Local Authority or other planning approvals.

Hearing Enhancement Systems

Hearing Enhancement Systems should be provided to HMCTS sites in accordance with industry standards and current legislation.

Audio Enhancements, Court reporting and Video Link Systems

Audio enhancements should be provided within each hearing room to ensure that all parties can be clearly heard when addressing individuals within the room, and can hear when listening to others addressing the court or tribunal. This must include systems to assist hearing-impaired persons.

Installations should include microphones, speakers, systems cabling, power, data and containment for the recording and video linking systems to suite the HMCTS provided equipment.

Liaise closely with the HMCTS system providers to ensure adequate provision is made for their systems.

Cell Call, Affray, Personal Attack And Disabled Assistance Call Systems

Provide a self-contained cell call system to alert custody staff of assistance required by cell occupants. The system should indicate both locally and at the custody control room. Resetting of the alarm must only be possible from outside the cell.

Provide an affray alarm system to all escorted custody routes including cell corridor, escorted corridors and custody stairwells. The system should utilise call buttons and linear strips to activate an alarm which shall sound throughout the custody area, with its source being displayed within the custody control room.

Panic Alarms

A panic alarm system must be provided to HMCTS court and tribunal buildings in accordance with industry standards and current legislation. Panic alarms must be two finger operation. For judicial desks, panic alarms should be fixed to the underside of a desk or bench in a suitable position readily accessible by the judge when seated. The alarms for judiciary must be fixed wired, connected to a control panel and set to transmit the triggered alarm notification to the Security Office, or other suitable location.

For clerk's/legal advisor's/court associate's/usher's desks panic alarms must be fixed to the underside of a desk in a suitable position readily accessible when seated. Ideally these should also be fixed wired and connected to a control panel identical to the judicial alarm. However alarms can be wholly or partially dependent on an energy supply from batteries.

The equipment must comply with the British Standards and there should be notices affixed to the desk or bench outlining usage.

The system must utilise discretely located push buttons to generate an addressable alert within the main security office. Activation of the personal attack system must not be apparent to the room occupants; the exact location of the call must be instantly relayed to security office.

Disabled Assistance Call System

Provide call systems within each accessible WC to allow the occupant to summon assistance from staff. Each call must only be resettable from within the accessible WC with indication of the call being displayed both locally and at the site security office.

All systems will be interfaced to a common head end PC, which shall also form the head end of the access control system. The PC should utilise proprietary software to maintain a comprehensive log of all actions of each system and selected system programming functions by authorised users.

LV Supply/Public Utility Supply

Provide low voltage electricity supply from the regional electricity company's (REC) main network to the building's low voltage main distribution switchgear panel or incoming fuse switch/consumer unit.

Comply fully with the edition (including amendments) of each of the following, current at the time of tender:

- Public Utilities and Street Working Act (PUSWA)
- BS 7671 Requirements for electrical installations.
- IEE Wiring Regulations 50HZ within statutory tolerances.

The electrical supply to meet the building electricity maximum demand load requirements, plus 20% spare capacity for future use. Connect the LV distribution system, to BS7671, as TN-S system comprising separate neutral and earth throughout.

LV Distribution

Provide & distribute low voltage (LV) electrical power, safely and reliably, around the site starting with the cables connecting the main LV switchboard(s) to the mains intake, and finishing at the output terminals of all site distribution boards, power distribution units, mechanical systems supply points and/or the main switch input terminals of all items of equipment that have their own integral isolator.

Comply fully with the edition (including amendments) of each of the following, current at the time of tender:

- The Electricity Act (As amended by the Utilities Act)
- The Meters (Certification) Regulations
- The Building Regulations
- The Construction (Design and Management) Regulations
- The Health & Safety at Work etc. Act
- The Electricity Safety, Quality and Continuity (Amendment) Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- BS 7671 Requirements for electrical installations. IEE wiring regulations
- BS EN 60439 Low-voltage switchgear and control assemblies
- BS EN 60529 Specification for degrees of protection provided by enclosures (IP code)
- ENA G5/4-1 Engineering recommendation – Planning levels for harmonic voltage distribution and non-linear equipment for transmission systems and distribution networks in the UK

The LV distribution system will extend from the local electricity supplier's meters in the client external switchroom to the outgoing terminals of all final distribution boards and local isolating switches.

A minimum of 25% spare ways is to be provided on the LV switchboard. Power factor correction equipment is to be installed to provide a minimum power factor of 0.97 lagging. A spare incoming way is to be provided on the switchboard, interlocked with the main incoming way, to allow for the connection of a standby generator.

Direct cable feeds are to be provided to supply motor control centres, mechanical plant, final circuit distribution boards, lifts and the fire alarm panel from the LV switchboard.

Final circuit distribution boards are to be supplied complete with integral switch disconnectors on the incoming ways and miniature circuit breakers and RCBO/RCDs on final outgoing circuits. All circuits serving socket outlets are to be provided with Residual Current Breaker with Over-Current/Residual Current Devices. All distribution boards will include 25% spare capacity.

Sub-mains metering of electrical supplies are to be provided for lighting, small power and mechanical plant - in accordance with Building Regulations Part L2. All meters and sub meters are to include a pulsed output signal to interface with the BMS. The distribution boards for lighting and small power are to be split into two sections with each section being separately metered.

Cable containment is to be provided throughout the building. The cable containment is to be concealed except in the risers and plant rooms.

General LV Power

Provide distributed power supplies throughout the building at 400V/TP&N and 230V/SP&N 50Hz and any other voltages/frequencies within definition of LV.

Provide adequate current for the loads' characteristics whilst remaining within equipment voltage and frequency tolerance. Ensure that all aspects of steady state and transient load characteristics are taken into account in circuit design and selection of circuit components, particularly inrush characteristics, harmonics and earth leakage. Ensure that circuit design allows for anticipated fault levels, installed length, environmental influence, diversity and installation method and that circuit disconnection is achieved safely within periods prescribed in BS 7671.

Provide protection grading for complete discrimination under fault conditions. Provide a means of fault clearance and isolation on every circuit and co-ordinate protection of cables and switchgear.

Ensure that outlets are suitable for the connected equipment and the environment in which they are installed.

Provide flexibility of use by plug-in bus bar systems in the raised floor system and floor outlet boxes where appropriate.

IT Strategy

As a general principle the contractor shall install a structured cabling system to provide a common cabling infrastructure to support current and future ICT systems within the building, in accordance with the MoJ ICT Physical

Infrastructure Standards. ICT systems will be installed by HMCTS and/or its incumbent suppliers upon handover of the building.

It is important to note that although the common cabling infrastructure may be shared between HMCTS installed systems and systems which the HMCTS permits other agencies to install (such as Crown Prosecution Service, Police etc), no individual copper or fibre cables shall be shared between systems. The cabling system will be capable of supporting all applications expected of the Category 5e standard up to megabit speed on 2 of the 4 copper pairs. All elements of the structured cabling installation in HMCTS buildings must be certified to the requirements of the cable and connecting hardware manufacturers' specifications.

Refurbishment of Existing Spaces



Introduction

‘Refurbishment’ encompasses a wide range of intervention works to improve the energy performance and usability of an existing building. The requirement to make more effective use of the court and tribunal estate has led to an increase in the number of refurbishment projects, with local court and tribunal buildings being reviewed to see how existing buildings could be re-developed to suit changing HMCTS needs.

The skillful reuse and transformation of existing buildings offers financial benefits, development opportunities and reflects a long-term, sustainable approach to the improvement of HMCTS court and tribunal estate. Key drivers for refurbishment include:

- increasing age and availability of existing built stock;
- organisational change,
- financial considerations,
- stringent building regulations,
- changes to government policies and the justice process;
- technological advancements which are enabling new ways to access processes and hearings; and
- sustainable development policies.

The purpose of this section of the Design Guide is to help HMCTS make key decisions about court and tribunal buildings at the early design and construction stage, and to enable delivery of a robust, cost-effective, and sustainable refurbishment project. The design guide offers advice applicable across a range of refurbishment project types, including repairs, alterations, upgrade or replacement of building services, changes to the fabric or structural elements and building extensions.

Refurbishment of Existing Spaces

Refurbishment strategy

Unlike new build schemes, refurbishment projects are made up of a complex set of constraints relating to the existing structure, services and users currently occupying the building. These constraints must be balanced with the requirements to fulfil the design strategies outlined in the earlier part of this chapter:

Look and Feel (aesthetics, lighting, and acoustics)

The spatial design of court and tribunal space can have a significant impact in shaping public perception and facilitating the successful completion of the justice process. A carefully considered interior design strategy can offer a timely and cost-effective solution for improving existing court and tribunal space.

Interior redecoration including repair and replacement of existing material finishes and artificial lighting design will improve the ambience and overall user experience. Prioritising works around the main entrance, communal spaces and waiting areas serves to improve public perceptions and achieve consistency regarding the local court and tribunal building's identity and services offered.

Effective communication within hearing rooms is critical to the successful completion of hearings. The key criterion which must be assessed in existing hearing rooms is speech clarity and minimal sound transmission to ensure privacy of information for hearings. Factors affecting the acoustic levels within existing buildings are HVAC and Sound AV equipment. Consideration must be given to the quality, location, and operation of the equipment in place.

Wayfinding

Wayfinding design and implementation serves as another unobtrusive way of improving the user experience within existing buildings. An effective wayfinding system orientates users within built spaces, informs them how to navigate spaces and serves to guide them through the principal spaces.

Heating and Ventilation

Refurbishment projects provide an opportunity to improve the energy performance of existing buildings through the application of passive design principles. The repair, upgrade or replacement of building services, including mechanical heating and cooling systems, and the installation of a Building Management System (BMS) with user controls can serve to achieve and maintain a thermally comfortable environment for occupants.

Acoustics

A cost benefit analysis can determine the merit of changing or adding new acoustic materials. This will be based on the current life cycle of acoustic materials and/or the need to change internal room layouts. Acoustic technology and materials continue to progress in their flexibility and performance which should be considered in the cost benefit analysis. In determining whether to carry out works that could improve acoustic performance, considerations to positive effects giving regard to the principles of the Design Guide should be borne in mind.

New Technology and access to information

Refurbishment projects provide an opportunity to court and tribunal buildings to upgrade its IT infrastructure to improve accessibility to proceedings and enable operational efficiencies.

Site Specific Works

Each proposed refurbishment building is unique in terms of its requirements, and these cannot all be captured as general works. In the event of a building containing work which is clearly above and beyond what could be expected, site specific items and associated costs should be included separately.

Refurbishment of listed buildings

The alteration or extension of buildings of particular architectural or historic interest are controlled by the Planning (Listed Building and Conservation Areas) Act 1990.

Listed buildings are graded to show their relative importance:

- Grade I buildings are those of exceptional interest
- Grade II are particularly important buildings of more than special interest
- Grade II are of special interest, warranting every effort to preserve them

English Heritage is responsible for the administration of the listing system. Further information is available on their website:

<https://www.english-heritage.org.uk/>

In addition to normal planning controls, listed buildings are subject to listed building controls. Designers are required to seek advice from a local authority conservation officer in relation to any proposed refurbishment works to listed court and tribunal buildings as each project will need to be assessed on a case-by-case basis to determine if listed building consent is required and what extent of refurbishment works is considered acceptable.

Inherent restrictions can be much more pronounced for refurbishment of listed buildings because of the need to preserve the layout and appearance of the original building, and where materials and finishes must be chosen to match those used during the building's original construction.

Historic England are a public body which provides further planning advice and technical guidance on the maintenance and refurbishment of listed buildings. Refer to the following link for further details:

<https://historicengland.org.uk/advice/>

Refurbishment of Existing Spaces

Ceiling Heights

A 3.25 metre ceiling height (measured from top of floor to underside of ceiling within the well of the hearing room) is the optimum height requirement for three of the hearing room types (i.e. hearing rooms with a dock) – Formal Secure With Jury, Formal Secure Non Jury, and Standard Custodial Type 1. In order to maintain the formality of the room and required sight lines in these room types, a ceiling height of 3.25 metres is also the minimum height requirement for these hearing room types.

For the remaining three hearing room types (i.e. hearing rooms without a dock) – Standard Type 2, Standard Type 3 and Standard – Half Size, a 3.00 metre ceiling height (measured from top of floor to underside of ceiling within the well of the room) is the optimum height requirement. For these three hearing room designs the minimum acceptable ceiling height is 2.70 metres. When faced with a ceiling height of less than 3.00 metres, designers must investigate whether there is a void area above the false ceiling and if so consideration should be given to opening this up to increase the ceiling height to as close to the optimum level of 3.00 metres as possible. If it is not possible to open up the entire ceiling void, designers should consider whether channelling services through bulkheads would allow part of the void to be opened up to allow for an increase in ceiling height to part of the room.

To ensure that sight lines in hearing rooms are maintained, all hearing room designs save for the Standard Type 3 include a requirement for a raised dais for judicial seating. The height of the dais should be 45cm. In the Hearing Room – Standard Type 2, and Hearing Room Standard - Half Size, when faced with a ceiling height of 2.70 metres, the height of the dais can be reduced to 34cm, or a minimum 30cm if required, though designers should aim to keep the dais at 45cm where possible.

Room Preparation

Existing rooms will need a thorough inspection of existing floors, walls, doors and ceilings to assess the need to strip out or retain existing fabric. All rooms must be made good ready for re-decoration. All waste products must be removed safely from site and disposed of.

Due to the wall stripping back, there will be instances where localised patch repairs are required to make good walls prior to decoration.

Removals

Existing furniture is to be dismantled / removed to a safe storage area for potential re-use. Existing equipment is to be taken out and stored for re-installation.

Work Stages

The key work stages of a refurbishment project can be outlined as follows:

- Surveys: collect information on the existing building construction and its services
- Enabling works: re-route systems for gas, electrical power, building control, data and communications, Mechanical, Electrical and Public Health services.
- Installation of temporary services: maintain services for continuing use
- Strip-out works: remove redundant structures and building services
- Building works: construct new structures and building services
- Re-decoration works: complete the building works
- Phasing as required: facilitate the work schedule and if required permit continued building operation.
- Commissioning and handover: recommissioning of building services systems that are retained

Schedules of Work

A schedule of work is an instructional list 'without quantities', typically prepared by the design team, which describes all the significant building works required for a design and construction project. They are often used on smaller projects or for alteration works, as an alternative to bills of quantities, allowing contractors to identify significant works, materials and quantities required.

For new build projects, the Schedule of Works typically follows a bottom-up approach from foundations, ground floor to upper levels, and finally the roof, reflecting the logical construction sequence for new structures. Refurbishment and maintenance works differ in that all parts of the building already exist, so a locational structure is more commonly used as contractors tend to deal with refurbishment works by addressing all items in a particular location before moving on to the next phase. Alternatively, schedules of work can be arranged on an elemental basis (e.g. groundwork, concrete, masonry, etc.), or on a room-by-room basis.

Refurbishment of Existing Spaces

Surveys Recommended

Introduction

To enable the efficient use of existing building stock demands detailed knowledge of the nature, qualities, and performance of the existing building. Pre-refurbishment surveys provide critical information to the client, design team and contractors about the existing building construction and its services. By understanding the background to the original design and construction, how and why it was altered (if applicable), this allows the design team to identify the successful and defining elements of the building which are worth retaining and restoring, and which design aspects and spaces within the building are redundant and could be improved.

The survey information will help to inform client requirements, scope of works and the design brief. It will also help to identify the commercial viability, potential risks and appropriate level of intervention for the refurbishment works. The types of surveys applicable to refurbishment projects can be categorised as follows:

Types of Surveys

(1) Present building conditions

- building's structural system
- internal layout (gross and net floor space, functional areas)
- conditions survey (structure, fabric, facade, roof, asbestos)
- building services (type, routing, capacity, condition, management, services to be retained)
- metering
- building performance (thermal, visual, acoustics, air quality)
- occupancy profile
- user satisfaction
- spatial constraints (ceiling heights, cores, structural walls, construction grids)
- compartmentation for fire security

(2) Building history

- layout, fabric and building services of original building
- previous refurbishments/changes to original building
- downtime of existing services and reasons
- performance failures and reasons

(3) Building location

- microclimatic conditions (site topography, landscaping, vegetation)
- orientation and solar gains
- exposure to pollutants (external air quality, noise)
- exposure to environmental hazards (flooding, storm, heatwaves)

Site Services Surveys

Before any work commences a detailed mechanical and electrical survey must be undertaken to determine the specific room requirements for mechanical/electrical installations, IT installations, Data and Telecommunication installations, Public Address Installations, CCTV installations and Security Installations. From these surveys it is intended to identify the following for review:

- Existing installed services to each room
- Existing plant room services
- Load capacities/spare capacities
- Whether the existing services installation for each room be retained and adapted or is a new system required.
- Whether there is sufficient load capacity to service the proposed changes
- To ensure uniformity of approach to installations

Measured Survey

A measured survey must be undertaken, of the proposed building, to allow the contractor to price accurately for the correct areas. Whilst rooms can be measured on site for budgetary purposes, a full measured survey is recommended to allow design work to commence.

Damp Survey

It is recommended that a damp survey be undertaken in any buildings where this may be a problem. Any rectification works will be site specific and taken into consideration as noted below.

From these surveys it will be possible to determine the specific room requirements for the refurbishment works to be undertaken.

Survey methods

Survey data can be obtained by a range of methods including:

- 'walk through' assessments and visual inspection
- on-site measurements (flow rates, air/water quality, thermography)
- assessment of existing records
- data collection from meter readings, utility bills
- interview with occupants and building/facilities manager

Alongside the need to collate survey information about the building and its services, it is necessary in the early stages of a refurbishment project to have a thorough understanding of the performance of the building in relation to its users. A user profile assessment serves to measure user satisfaction, user comfort and the perceived quality of the building. Refer to Chapter 2 for further information on performance measurement.

Refurbishment of Existing Spaces

M&E Approach to Refurbishment

Building services account for most of a building's energy and resource usage, as well as capital and life cycle costs. Refurbishment works to building services offer significant opportunities to achieve cost savings, improve energy consumption and comfort performance.

Building services consist of a range of distinct systems and sub-systems, including mechanical, electrical, public health, building controls, data, communications, and lifts. An elemental approach can be adopted in which each system is considered for improvement individually. Alternatively, systems can be upgraded in conjunction or as an entire system infrastructure.

The process for developing a refurbishment solution for the building services systems should include the following stages:

(a) Research and Information gathering to:

- determine the condition and performance of the current systems
- establish who is involved and where information can be obtained
- review the current and possible future limitations of the current systems
- establish the current condition of the building fabric
- determine whether changes to the building fabric are proposed and verify the nature and possible implications of these changes

(b) Evaluation of the refurbishment task to:

- define the requirements and extent of services systems post refurbishment
- determine the demands post refurbishment for the heating, cooling, ventilation, power, lighting, public health, controls, data, communications, and vertical transport

- determine the functionality limits of the systems in order to avoid over-specification
- assess the implications of changes to the building services for Building Regulation compliance ('Consequential improvements' according to Approved Document L2B (DCLG, 2010a)).

(c) Assessment of refurbishment options to:

- evaluate the viability of retaining existing systems or parts of them
- determine alternative systems and technologies for meeting requirements
- establish the energy requirements and link these to the life cycle, maintenance
- facility management costs (for example, some mechanical systems may be more efficient but, due to complexity, may be more expensive to maintain)
- verify the performance of the mechanical services options under full and part load conditions
- determine what meter readings are required
- establish the 'best value' solutions of economics, space requirement, installation, operation and maintenance
- establish the implications of current regulations/ policy instruments for the choice of a specific system (e.g. Building CRC Energy Efficiency Scheme)
- determine the preferred option(s) and their technical limitations

MEP Survey & Condition Reports

Paramount to the success of any refurbishment project is the requirement to establish the extent of existing services and their condition. Therefore at the earliest possible opportunity with any proposed refurbishment project the building services consultant must carry out a fully detailed survey and condition report for the building containing details of the services inspected, date of inspection and photographic evidence.

The Building Services Consulting Engineer shall provide fully outlined information on each service inspected with the age of the system(s) inspected and capacities also detailed, using the following four subheadings:

- Condition Review
- Comment and Analysis
- Recommendations
- Budget costs

The report should also include detail commentary of the energy efficiency of the various services and recommendations with simple payback analysis for improvements. An overall summary of recommendations shall be included in the report, as shall a summary schedule of all budget costs.

All services to be reported on shall be inspected where visible. The Building Services Consulting Engineer shall arrange for suitable access to high level services and tank rooms where required.

Mechanical & Electrical Surveys

This section refers to the installation of M&E services into existing buildings and the minimum requirements for pre-tender surveys.

Designers are also required to undertake a review of available As-Installed information.

Surveys shall include but not be limited to the following:

General

- Assess the suitability and condition of existing services equipment and plant, clearly identifying which is to be retained and which is required to be removed under the project.
- Separately record those services and items of plant and equipment that are recommended for replacement due principally to their poor condition.

Services Risers

- Identify locations of services risers
- Confirm dimensions of risers including apertures between floors
- Identify existing services, plant, and equipment to be retained
- Identify existing services, plant, and equipment to be removed under the project
- Confirm that space is available for the installation of new services, and to locate equipment. Make recommendations for additional services risers where it has been confirmed that insufficient space is available to accommodate new services and/or equipment required under the project works

Refurbishment of Existing Spaces

Rooms/Spaces

- Identify locations and dimensions of structural beams and down stands.

Ceiling Voids

- Identify existing services, plant, and equipment to be retained
- Identify existing services, plant, and equipment to be removed under the project
- Confirm space available for the installation of new, additional services, plant and equipment including taking into account obstructions such as beams and other support members, and considering existing services to be retained, and taking into account ceiling height standards for hearing rooms.

Fire protection and alarm systems

- Identify links between fire alarm and protection systems and other systems. i.e. security, ventilation etc. Conduct systems testing to ensure the functionality and data integrity of integrated systems are maintained following refurbishments works. For example, if rooms are re-numbered, systems must be updated to reflect this change.

Available capacity/M&E Services Validation

- Determine the spare capacity available to support any increased demands on the system likely to be imposed as a result of the proposed project works.
- Make recommendations to undertake a validation exercise on the existing services where it is considered necessary to do so in order to accurately determine the condition and capacity of those services.
- Make recommendations for the re-enforcement or replacement where it is considered that existing services are inadequate as a result of insufficient capacity and/or due to their condition.

Plant Rooms/Spaces

- Identify and record full details, locations and technical details of existing services, plant and equipment to be retained
- Identify existing services, plant and equipment to be removed under the project
- Confirm space available for the installation of proposed additional services, plant and equipment.

Miscellaneous

- Confirm details of existing lighting protection system and assess suitability to extend to protect proposed new plant and/or structure
- Identify locations and details of all M&E service meters.

Mechanical & Electrical Condition Reports

The Mechanical & Electrical condition report should contain both technical and strategic information on the existing building fabric, mechanical, electrical services for the proposed development.

The report should describe the visual condition of the existing building fabric, mechanical and electrical services plant.

In assessing the condition of the building & services, factors that should be taken into account include the age of the elements inspected, their likely lifespan, and any obvious signs of deterioration. Any known features inherent in the design, which would be likely to affect the durability, and the maintenance of the facility are also highlighted.

The extent of the report should be limited to a non-intrusive inspection of the various elements. The survey should be carried out on the basis of visual inspections to the various elements. The purpose of the survey is to provide a 'snapshot' of the condition of the facility on the day of the inspection.

The following grading and priority indicators are to be used whilst compiling the condition survey.

MEP Grading and Priority Indicators

Condition Grading	
Grade A	Good. Performing as intended and operating efficiently.
Grade B	Satisfactory. Performing as intended but exhibiting minor deterioration
Grade C	Poor. Exhibiting major defects and/or not operating as intended.
Grade D	Bad. Life expired and/or serious risk of imminent failure.
Priority Grading	
Priority 1	Urgent work that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of occupants and/or remedy a serious breach of legislation.
Priority 2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health and safety of occupants and/or remedy a serious breach of legislation.
Priority 3	Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address a low risk to the health and safety of occupants and/or remedy a minor breach of legislation.
Priority 4	Long-term work is required outside of the five-year planning period that will prevent deterioration of the fabric or services.

Typical Condition Report Template

Below is what should be regarded as a typical MEP Condition survey template.

The report when complete should include as appendices photographic evidence where applicable referenced within the template along with layouts of all existing floor plans.

MEP Condition Survey Template

Photo	Cost	Priority Rating (1-4)	Condition Rating (A-D)	Remedial work	Comments on defect	Location	Material	Element

Refurbishment of Existing Spaces

The report when complete should include a section detailing any risks envisaged such that any subsequent cost plan can be informed accordingly and works included within any future proposals.

Typical services to be inspected although not exhaustive should include:

- Oil Fuel Services
- Natural Gas Services
- Heating Centre
- Boiler Plant
- Flues and Chimneys
- Space Heating and Distribution
- Heating Controls
- Insulation
- Mains Water Services
- Cold Water Services
- Hot Water Services
- Ventilation Services
- Gas Services
- Soils and wastes
- Fire Protection Services
- Electrical supply
- Electricity Switch Room
- Primary Electrical Distribution
- Earthing
- Power Distribution Services
- Lighting Services
- Communication Services
- Information Communication Technology
- Public Address System
- Telephony
- Cable and Digital Television
- Hearing Enhancement Systems
- Transport Services
- Protective Services
- Door Entry Systems
- Intruder Alarm
- Emergency Lighting
- Fire Detection Systems
- Emergency Call Systems
- Lightning Protection Systems
- Closed Circuit Television (CCTV)

Assessing Existing Lighting Conditions

Current Site Lighting Strategy

Existing buildings should be reviewed regarding their current lighting strategy to establish what options, technology and fittings would make an improvement on site.

There is a possibility that some sites already offer the optimum lighting strategy and no improvements are needed.

A cost benefit approach can be made in determining the value of change with consideration of:

- Current life-cycle model of fittings.
- Maintenance costs associated with lighting for the last three years.
- Energy consumption of current light fittings (if known).
- Capacity of current electrical services to support change.
- Accessibility of fittings — high ceilings, etc.
- Initial costs of new luminaries and their actual life-cycle, i.e. LEDs need less maintenance.
- The return on investment when changing light fittings/technology.

Measuring current light levels

An on-site survey should establish the current light levels and light colours for each defined area and task-based requirements. It should assess what adaptations and changes can be accommodated either architecturally or electronically.

The survey should be taken out of hours and preferably in the hours of darkness as this minimises the effect of daylight on internal light levels being measured.

The surveyor will need site plans and utilise a Lux Level meter to record levels at points of reference. From this exercise, current light levels can be mapped, and cross referenced to the function of the area and user/task requirements.

The next step is to identify if the current lighting strategy supports the Design Guide recommendations and what (if any) changes are needed and how they can be achieved.

Refurbishment of Existing Spaces

Options to introduce intelligent lighting

Once the existing site has been evaluated options can be considered for implementing changes. This would primarily be based on LED lighting (Light Emitting Diodes) and addressable lighting controls which offers:

- Energy efficiency.
- Reduced maintenance.
- Flexible configurations.
- Increased life-cycle.
- Is adaptable to electronic control systems (BMS, etc).
- Intelligent lighting must recognise different room configurations and not go off during hearings.

Assessing Existing HVAC Conditions

Introduction

Existing heating and ventilation installations are physically part of the building infrastructure and will have been designed around specific requirements at the time of construction. Original design parameters need to be reviewed, existing plant/boilers and infrastructure assessed, and measurements taken regarding the current heating and ventilation outputs.

The operational review and captured data should provide a guide as to how efficient and effective the systems are. Options can then be considered if output parameters are below current requirements.

- Small upgrades/replacement of existing plant/infrastructure.
- Major upgrades to existing plant/infrastructure.
- Enhancements/Modifications to existing infrastructure.

Current HVAC Strategy

Where natural ventilation is the established method it is not practical to change to a fully mechanised system. Adaptations and enhancements can be introduced that assist air movements or automate some of the manual features. Existing mechanical ventilation and/or air conditioning can be adapted to work with a BMS (if not already). A site review of the current assets should establish if elements of the system can be improved.

HVAC Survey for Existing Sites

A site survey capturing asset and performance data should be part of the overall review process. This may include:

- A review of Operation and Maintenance (O&M) manuals — operations and maintenance.
- A review of any recorded BEMS data (if available) — temperatures, boiler and associated plant operations, air exchanges, etc.
- On site readings of room temperatures and air flows.
- A review of any FMR (Forward Maintenance Register).
- An assessment of current Mechanical and Electrical (M&E) plant and electrical services and distribution systems throughout the building.
- Assessment of areas available for additional plant/equipment.
- Determine if the site had any planning restrictions, i.e. listed building.
- Reference to any data from an associated CAFM (Computer Aided Facilities Management) system which may identify plant performance trends and hence inform any life expired plant and/or services evaluation.

HVAC Options for existing sites

Following the site survey and evaluation of asset performance a cost benefit analysis should indicate the value of undertaking changes to the site Heating and Ventilation. Consideration will be needed regarding the life-cycle of the current assets and the projected use of the actual building.

Below are some improvement measures that may be considered dependent on the outcome of the site review and cost benefit analysis.

- Installation of a BMS/BEMS system.
- Additional temperature and air flow sensors.
- Replacing boilers for energy efficient boilers and/or CHP unit (Combined Heat and Power).
- GBS Heating Hierarchy.
- Pneumatic openers for natural ventilation windows at height.
- Installation of air conditioning for smaller areas.
- Installation of a heat recovery system — recycle heat and saves energy.




Types of Refurbishment

Refurbishment projects can be considered in terms of the level of intervention of internal and external improvements as well as capital investment required. The scope and extent of refurbishment works will be determined by a wide range of factors including the site and existing building constraints, current and desired performance of the building in terms of energy consumption and usability, current and future user profiles, and occupancy levels during construction works. The age of the building defines the design standards to which the original structure was built, and the age of building components often follow a varied life-cycle resulting in the requirement to replace different parts of the building at different times.

The following table provides a framework for categorising the scope of refurbishment works relative to the level of intervention. Option A covers minor works and refers to a relatively unobtrusive approach to refurbishment projects, which requires relatively shorter timescales to completion, presents the lowest levels of investment and development risk, and reflects the least potential for increasing the asset value of an existing building. As the scope of works progress to Options B and C, each of these factors increase relative to the complexity of the project and encompass the examples from preceding options.

Refurbishment of Existing Spaces

Refurbishment Options

			
	Option A – Basic level <i>Minor repairs & alterations</i>	Option B – Standard level <i>Major repairs and alterations</i>	Option C – Comprehensive <i>Extension and Change of Use</i>
Purpose	General repairs and servicing. Redecoration to improve look and feel.	Upgrade to meet current Building Regulations and deliver environmental credits. Alterations to increase flexibility e.g. to enable multi-jurisdictional use of hearing rooms.	Conversion of empty building and upgrade/refurbishment/extension of existing estate. Effectively delivers on design guide principles – flexibility, appropriate, sustainable and meets user needs in future ways of working. Retain structure, complete replacement of exterior envelope, services and core.
Examples of scope of works	<ul style="list-style-type: none"> • Interior redecoration to floors, walls, ceiling finishes to improve overall appearance • Servicing of plant/building services • Additional AV technology installations • New furniture • Signage and improved wayfinding. 	<ul style="list-style-type: none"> • Re-model cores and communal areas • Additional floor space • Revise workspace strategy • Partial replacement of building services • Upgrade technology and communications systems. • Replace materials, fixtures and fittings including WC sanitary ware, lighting, and material finishes. • Incorporate new design features for main features and/or public spaces. • Enhance branding. 	<ul style="list-style-type: none"> • Increase building footprint and/or additional floors • Relocate plant room to optimise floor space and introduce more efficient plant equipment • External facade stripped back to frame, new materials installed • Options for new canopy, entrance and branding • Consider fabric performance, life span of materials, running and maintenance costs of the fully occupied building.

Application of Room Data Sheets and Requirements for Derogations

The Room Data Sheets (RDS) are a briefing document providing information on the minimum requirements of the principal spaces in a court and tribunal building. They give a detailed description of rooms within public and private areas, including entrances, waiting areas, consultation rooms, hearing rooms, judicial rooms, and ancillary spaces.

Each RDS describes the primary function of each room type and outlines the optimum area size, architectural finishes, design considerations and requirements. There are separate Mechanical, Electrical and Public Health (MEP) sheets for each room type. The purpose of the RDS is to aid the design and construction process by:

- communicating the key requirements of room types to ensure the design intent aligns with the needs of the client
- helping the design team engage with users of the spaces to ensure that they fully understand their specific requirements and to explain the general provision
- enabling contractors to understand the elements that will be included in the spaces

The RDS provides a sound basis for stakeholder discussion regarding the different types of provision to be adopted and informs the later stages of developing requirements and technical specifications. In applying the standards to refurbishment projects, RDS' facilitate the process of auditing spaces, informing both users and the design team to what extent an existing room meets business needs and Design Guide standards, and what elements must be adapted to improve operational efficiency, user satisfaction, updated security requirements and overall building performance. Where such provision sufficiently meets business needs, there is no presumption that the existing provision should be changed or replaced.

Unlike new build projects, refurbishment schemes are often subject to a complexity of constraints relating to the design and condition of the building structure and its services, as well as the operational context, particularly how the building will be used during the refurbishment works. If standard provisions outlined by the RDS cannot be fulfilled for a room type due to the constraints imposed by the existing space, the HMCTS derogations process must be followed as outlined in Chapter 2.

Room Data Sheets - Introduction



Introduction

Room data sheets are provided for the principal types of space in a court and tribunal building.

The Design Guide does not prescribe the exact number and type of rooms to be provided for all circumstances. How the different types of provision are adopted should be worked out and signed-off for each court and tribunal building design, reflecting the planned range of uses.

In applying standards to refurbishment projects, there is no presumption that existing provision should be changed or replaced where such provision sufficiently meets local operational needs.

Consistent with the principles of court and tribunal buildings being Appropriate, Effective, Accessible, Flexible, Sustainable (refer to chapter 3 for more information on sustainability), designs must strive to:

- maximise the potential for rooms to be capable of multiple uses, consistent with planned and realistic future uses of the building;
- avoid bespoke sized rooms which necessitate non-standard fixtures and fittings, though it is recognised that existing buildings may include unusual spaces and dimensions, where a more bespoke approach is the only way to make use of the space; and
- avoid the use of closed protocol systems, i.e. systems (e.g. fire alarms) which are unique to a manufacturer and therefore to their own engineers, as opposed to open protocol which can typically be maintained by any service company (with suitably qualified engineers).

The provision of hearing rooms is the primary purpose of a court and tribunal building. Important as the other rooms and spaces may be, they are ancillary to the hearing rooms.

Traditionally, a hearing room has been defined by the jurisdiction for which it is being used — for example, a Crown Court, a Magistrates' Court, a Family Court. The Design Guide moves away from defining hearing rooms by jurisdiction or hearing type to definitions which reflect the characteristics and attributes of the room. This is to encourage designers to consider the potential multi-jurisdictional use of hearing rooms and, where appropriate to the scheme, make

provision for a hearing room to be readily adapted for different uses. This should not prevent an operational decision in a court and tribunal building to designate and indeed physically sign and label rooms as a type e.g. Crown Court.

There are two types of hearing room space, which can be fitted out to meet specific hearing requirements.

- **Formal:** these rooms have multiple independent access/exit routes to meet the need for segregation (judicial, custodial, public and, as required, jury and vulnerable witness). As the name suggests, the ceiling height, fixtures, furniture and layout will typically create a formal setting — fulfilling the requirement for hearing rooms which unambiguously project the majesty of the court, though provision can be made for adjustments to reduce the level of formality.
- **Standard:** typically contains independent routes in and out of the room, to and from the secure and public sides of the court and tribunal building respectively. An additional door/route to link to the custody suite can be included as required when a dock is necessary. The fit-out of the room can range from a formal layout (raised judicial bench, with hearing participants sitting in the well of the room facing the bench) to a less formal setting (meeting table in the well of the room). The standard hearing rooms come in different size options to provide an appropriate space for different sized hearings.

Appendix B sets out the physical requirements and facilities in relation to each hearing type, including the ancillary spaces.

The space in a court and tribunal building is fundamentally split into

public and private sections. Hearing rooms straddle the public and private sides. The public sides, as the description suggests, are intended to be accessible to all users, subject to passing through security checks at the public entrance. There may also be rooms within the public sections, e.g. consultation rooms, to allow for private meetings. The private side of the court and tribunal building is primarily for the judiciary, HMCTS staff and other authorised or escorted users. Within the private side, segregated space and circulation areas are provided for jurors (where a court and tribunal building holds jury trials).

Room types Overview

The design guidance is broken down by room type focusing on both the hearing rooms and the associated spaces. Each room data sheet outlines the general principles of space and layout.

Spatial adjacencies are shown in Chapter 4 and in the blueprint designs in appendix D.

The data sheets provide designers with guidance on:

- Optimum sizes for rooms.
- What each type of room should contain.
- The typical layout.

The strategies (or updated versions) referred to previously should be adhered to when making changes to the physical estate. Design teams must ensure that they obtain and follow the most up to date guidance.

Technology

Headline technology requirements are captured in the relevant data sheets. There is an expectation that court and tribunal buildings will be fully Wi-Fi enabled but it is expected that the specific technology requirements for each jurisdiction will continue to evolve, so rather than specifying the technology requirements in each instance the Design Guide focuses on providing a design with sufficient flexibility to host the technology now and in the future. However, it is important to note that particular attention must be given to preventing technology from interrupting sight lines in hearing rooms.

Where furniture is required to be flexible to allow reconfiguration of the space, particular attention must also be given to preventing the set up of technology from limiting flexibility. An example of this would be the hardwiring of technology to a specific location/desk in a room which in turn prevents the desk from being moved to an alternative position in the room.

Current information and specification, including compliance with the current version of the MoJ ICT Physical Infrastructure Guidelines which should be obtained from HMCTS.

Room Data Sheets

Introduction

The following room data sheets assist the designer to achieve the most suitable, efficient and optimised space. The optimum area sizes listed in the datasheets have been calculated to give the most efficient use of the space allowing the rooms to function comfortably.

Video Hearings and Open Justice Viewing

When applying the Design Guide to current and new building projects, project managers must consider and include Video Hearing and Open Justice requirements in their thinking when developing feasibility and high-level plans for building works.

The Video Hearings project and Video Remand Hearings project form part of the transformation of the courts and tribunals system to make it modern, accessible, digital and fit for purpose. The aims of these projects are to develop a programme which will host fully video hearings, allowing participants, legal representatives and the judiciary to participate remotely in a hearing by logging in from their own equipment and without needing access to specialist software. This will help to deliver a more flexible and accessible service for users as they will not have to travel to a court and tribunal building to participate in hearings, providing additional ways of attending a hearing and reducing travel time and costs. The types and volumes of cases that will be eligible for a fully video hearing are subject to legislation, procedural rules and judicial discretion.

Early fully video hearings are being held with the judge in a hearing room, and thus remain open to the public to view. Eventually, some hearings will happen outside the hearing room, with each party in a separate location; but this will not happen until good quality provision has been made for members of the public and the media to be able to observe hearings held in this way. It is essential that the principles of open justice and transparency are not only upheld, but where possible enhanced; and therefore we are exploring options which will allow viewing from a wider range of locations (though still maintaining the principle that there should be knowledge

Room Data Sheets

of who is observing, and that observation should respect the dignity of the court or tribunal and not allow for onward broadcast of what has been seen). The lead proposal that is being developed is for viewing terminals in court and tribunal buildings which would allow the observation of fully video hearings taking place, with the judge in the case aware the hearing can be viewed and court and tribunal staff able to govern viewers' behaviour and prevent unauthorised recording. For cases of great interest, the option to hear the case with the judiciary in a larger hearing room, or to display the case on a screen in a larger room, would remain.

HMCTS has undertaken testing activity to refine this proposal, and to understand and develop room specifications for members of the judiciary, and for those watching fully video hearings, and will gather views on the designs from members of the judiciary and public and professional users before room data sheets are added to future versions of the Design Guide. When undertaking building projects, the future space requirements for video hearings and open justice viewing must and will be taken into account.

Holding designs for a Judicial Video Hearing Room, Video Hearing Booth and Open Justice Viewing space are included in the Design Guide but projects must contact and obtain further details from the HMCTS Performance Programme Management Office - propertydirectoratppmo@justice.gov.uk

Main Entrance

Primary Function

Entrances set the tone for the user's experience of the court and tribunal building and will have clear signage and wayfinding to guide all users to their destination. Public entrances also provide the space for security checks before users can access the building.

Size

Capacity modelling, activity modelling and a security assessment is needed to inform sizing requirements. As a minimum, allow 20m² for two security arches and a search table and 3m² queuing per hearing room.

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Barrier matting within mat well frame to entrance lobby. Hardwearing and easy to clean slip-reducing porcelain, ceramic or stone floor tiles.
Ceiling	Painted plasterboard ceiling finish with access hatches.
Skirting	Painted MDF/Tiled to match floor.
Doors	Access control entrance doors with lobby where required/revolving door with pass through.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless Internet.
- Personal address/tannoy.

Design Considerations

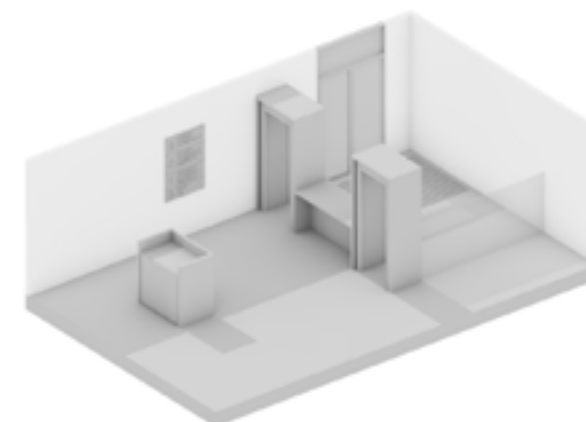
- Accessibility requirements.
- Separate Entry and Exit.
- Design must ensure entry is not possible without going through the search channel.

- HMCTS is testing a Professional Access Scheme to enable legal practitioners who regularly use a court or tribunal building to have streamlined access without the need for security search. Designers must consider requirements introduced through the scheme.
- CCTV is required for area of search and entrance. Sufficient cameras required to capture 'recognition' capacity of persons with images to be monitored at control room/recorded on CCTV system.
- Security arches should create a secure line from the entrance doors to entrance lobby area. A control pass gate should be provided to allow visitors to leave, this should only open in the direction of exit.
- Allow for adequate space for queueing before entry through security barriers. Positioning of arches must be tested in different positions to minimise false alarms — refer to the Catalogue of Security Equipment.
- Rope/retractable barriers between the entrance and security arches should be considered for queue control during periods where high volumes of people are attending the court and tribunal building.
- Sufficient space within the entrance, potentially supplemented by sheltered areas outside the entrance, to ensure users arriving at peak times are protected from adverse weather conditions.
- Sufficient space is required to enable security officers to control a violent situation whilst minimising risk of injury to himself/herself or other persons, configured as needed.
- Search bench required adjacent to each barrier giving sufficient space to allow visitors to remove metal objects/prohibited items, from their pockets etc. and collect belongings on the other side of the security arch.
- There should be convenient access to the search bench and a lower section provided which allows access for a wheelchair user.
- Metal strips are needed across length of security desk to receive bags for searching.
- Search benches to incorporate a lockable cupboard to store confiscated items.

Figure 5.5 Internal 3D Visual — Illustrative



Figure 5.6 Axonometric 3D Visual — Illustrative



- Notice boards to be located before security arches.
- Access to facilities including tea point, drinking water, rest area, lockers, changing area and toilets for security officers.
- Secure letter box
- Clock

Room Data Sheets

Restricted Entrance

Primary Function

Court and tribunal buildings should have a secure and controlled entrance for judiciary, staff, vulnerable victims and witnesses and youth defendants, which is separate to the public entrance. There must be procedures to identify and address unauthorised access to judicial/staff secure areas, such as a Court Security Officer presence. The entrances must be continuously alarmed.

Size

Optimum size: 15m²

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Barrier matting within mat well frame to entrance lobby. Hardwearing and easy to clean slip-reducing porcelain, ceramic or stone floor tiles.
Ceiling	Painted plasterboard ceiling finish with access hatches.
Skirting	Painted MDF/Tiled to match floor.
Doors	External access control entrance doors, to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Power point for security wand.

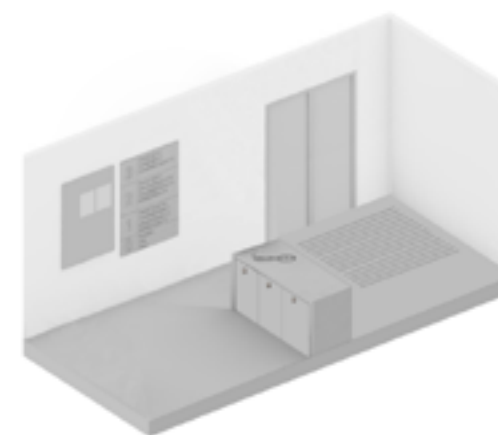
Design Considerations

- Accessibility requirements.
- Restricted/controlled access to secure areas.
- Access control system required.
- Design must ensure entry is not possible without going through the search channel.
- An assessment of footfall for people using this entrance should be undertaken to determine whether a security arch is required.
- CCTV is required for area of search and entrance. Sufficient cameras required to capture 'recognition' capacity of persons with images to be monitored at control room/recorded on CCTV system.
- Search bench required giving sufficient space to allow visitors to remove metal objects/prohibited items, from their pockets etc. and collect belongings.
- There should be convenient access to the search bench and a lower section provided which allows access for a wheelchair user.
- Search benches to incorporate a lockable cupboard to store confiscated items.
- Sufficient space is required to enable security officers to control a violent situation whilst minimising risk of injury to himself/herself or other persons, configured as needed.
- Notice boards to be provided.

Figure 5.7 Internal 3D Visual — Illustrative



Figure 5.8 Axonometric 3D Visual — Illustrative



Room Data Sheets

Reception

Primary Function

Main reception area for advice and information.

Size

Optimum: 16m².

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Hardwearing and easy to clean slip-reducing porcelain, ceramic or stone floor tiles.
Ceiling	Painted plasterboard ceiling finish with access hatches.
Skirting	Painted MDF/tiled to match floor.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Personal address/tannoy.
- Large Digital Listing Screen (Crown Courts).

Design Considerations

- Accessibility requirements.
- Bespoke reception counter with convenient access and a lower section suitable for a wheelchair user.
- Option to have movable reception desk in instances where it is only used for short periods during the day/in busy periods.
- Clear signage and large display boards in a clearly visible location, containing hearing room listings. Colours used to aid wayfinding and navigating the space.
- Interactive information panels for court hearing notifications.
- Option to install self-check-in machines.
- Indoor planting to enhance internal environment and promote well-being.
- Colour determined by the wayfinding schemes and aligned to the Corporate Identity colour palette.
- Protected by an intruder detection system.
- Personal attack system to be provided at the reception desk (two finger recessed alarm).
- All official records/files and data outlets to be protected from unauthorised access.
- Hearing enhancement systems and clear notices.
- Clock.

Figure 5.9 Internal 3D Visual — Illustrative



Figure 5.10 Axonometric 3D Visual — Illustrative



Room Data Sheets

Security/CCTV Room

Primary Function

Control room for security officers to monitor surveillance systems and CCTV screens.

Size

Optimum: 12m²

Architectural Finishes

Wall Matt paint finish.
Floor Heavy duty carpet tiles. Dark colours.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF/Hardwood.
Doors Heavy duty solid core doors with laminate or veneer finish. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet access.
- Integrated desktop power and data.
- Wall mounted CCTV screens.

Design Considerations

- Accessibility requirements.
- Located adjacent to main entrance.
- There must be no external signage to indicate 'control room'.
- Entrance door to be PAS24/2016 single leaf door frame, with dog bolts and spy hole to view external parts of room. Minimum standard single point deadbolt 5 lever mortice, with auto deadlocking. AACSS locks to be shearlocks
- Wiring to be protected with conduit and door set to 'fail secure'.
- A 'Security Operational Requirement' assessment should be completed by the Regional Security Officer to define numbers and types of CCTV monitors required, and consider the need for any enhanced controls.
- Screens to be positioned so they can only be viewed by authorised personnel.
- DSE compliant desk and seating for CCTV operator.
- Safe for confiscated items.
- Security officer locker.
- Room to be serviced by the independent power supply for the building to ensure continued control of operation of systems such as AACSS, CCTV, panic alarm systems and intruder detection systems.
- Clock.

Figure 5.11 Internal 3D Visual — Illustrative



Figure 5.12 Axonometric 3D Visual — Illustrative



Room Data Sheets

Public and Private Circulation

Primary Function

Public: To connect the building reception with the public waiting rooms, consultation rooms and the hearing rooms. Public corridors allow public users, legal professionals and support staff to move between the public entrance and the areas on the public side of the court and tribunal building e.g., waiting rooms, consultation rooms and hearing rooms, and form part of escape routes. The waiting areas and corridors will be covered by CCTV, to ensure there are no concealed areas.

Private: The private corridors provide secure access for the judiciary, jurors, vulnerable victims and witnesses, youth defendants and staff. These corridors are secure and cannot be accessed by any other user and form part of escape routes. These corridors are managed and authorised personnel will escort the jurors, vulnerable victims and witnesses, and youth defendants between the entrances and the appropriate waiting areas or hearing rooms. The escorting arrangements are an operational matter and must ensure segregation of parties within the corridors. The interface between the public and private areas will be covered with CCTV.

Size

Local User Requirement

Architectural Finishes

Wall Durable eggshell paint finish.
Floor Heavy duty carpet tiles.
Ceiling 1500 x 300 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF
Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet.
- CCTV.

Design Considerations

- Accessibility requirements.
- Feature boxing out of lifts/stair cores to help with wayfinding and building navigation.
- Notice boards for general information.
- Change in floor finish/colour to help denote circulation areas.
- Change in door finish to denote public/private areas.
- Indoor planting to enhance internal environment and promote well-being.
- Colour determined by wayfinding.

Figure 5.13 Internal 3D Visual — Illustrative

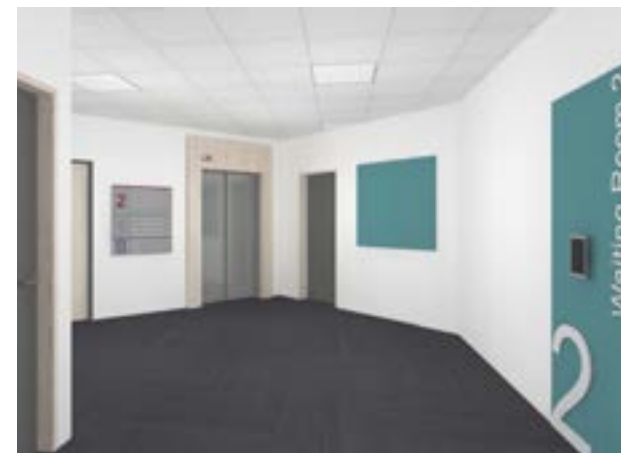
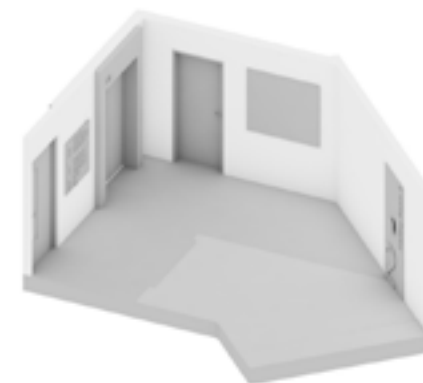


Figure 5.14 Axonometric 3D Visual — Illustrative



Room Data Sheets

Refreshment Facilities

Primary Function

The necessity for and extent of canteen and refreshment facilities will differ depending upon the specific court and tribunal building location. The Design Guide does not outline the provision for in-house catering facilities; if needed, individual sites can choose to meet this need with on- or off-site vending or an on-site commercial franchise. As a minimum, facilities should be available to enable user access to a broad selection of hot and cold drinks. Drinking water should be readily accessible in the public and private areas of the court and tribunal building.

Size

Optimum: 5m² (to cater for 2 vending machines)

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Vinyl sheet or tile generally — allow for inset carpet tile for lounge areas.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- CCTV.

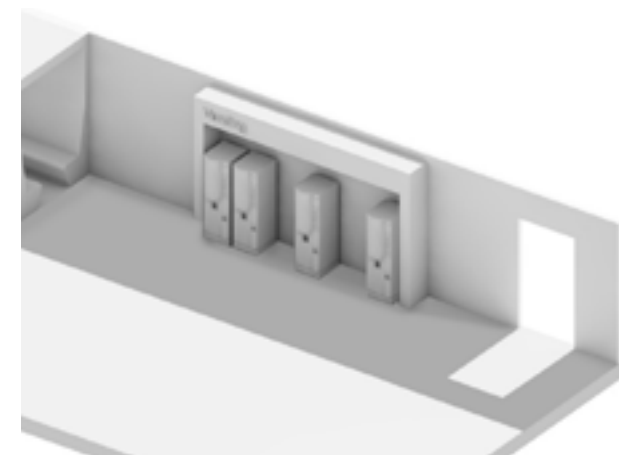
Design Considerations

- Accessibility requirements.
- Alternative proposals (dep. Locality) be decided by SRO on a case by case basis.
- Where decision is taken to offer a wider catering provision, space and M&E requirements will be bespoke but architecture and design considerations to be consistent with look and feel and wayfinding strategy.
- Cafe style furniture with durable plastic shell finish and easily cleanable.
- Furniture made of wipeable and durable fabric on inset carpet.
- Mixture of low and high cafe seating with access to wireless internet and usb charging.
- Furniture colours and fabrics to tie in with building wayfinding strategy.
- High backed booth seating to hold informal meetings.
- Digital screens to display hearing times and rooms locations.
- Clock.

Figure 5.15 Internal 3D Visual — Illustrative



Figure 5.16 Axonometric 3D Visual — Illustrative



Room Data Sheets

Public WCs

Primary Function

Public: Gender separate toilet facilities to support the public waiting rooms, consultation rooms and hearing rooms. WCs will be accessible and available to all users in the public areas.

Jurors/witnesses: There are private WCs for the jurors, which will be located close to the jury assembly room. The jury retiring rooms are en-suite. The vulnerable witness waiting areas have dedicated WCs.

All WCs will be gender separate and should include sufficient accessible toilets and sufficient baby changing facilities.

Size

Optimum: 4m²/cubicle (includes allowance for circulation and wash hand basin etc.)

Architectural Finishes

Wall	Full height wall tiling.
Floor	Slip reducing floor tile.
Ceiling	600 x 600 Moisture resistant ceiling tiles on a suspended grid system with restricted access, with plasterboard perimeter as required.
Skirting	N/A — Wall tiling to meet floor.
Doors	Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Plunge or sensor taps, flush plates and hand dryers

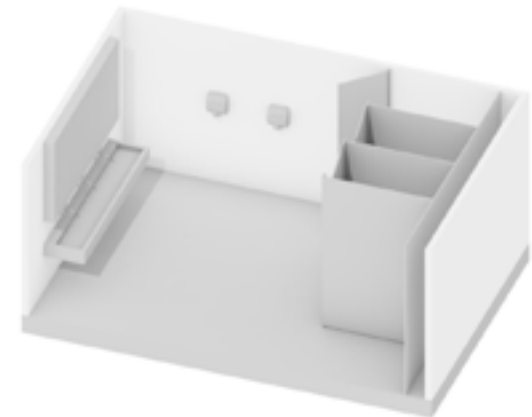
Design Considerations

- Accessibility requirements.
- Quantity of standard WCs, accessible WCs, baby change facilities, urinals and wash hand basins subject to user occupancy, Approved Document Part M, and British Standards guidance BS 6465.
- An allowance should be made for accessible toilets and baby changing facilities on every level.
- Shower and changing facilities to be included within this space.
- Concealed Integrated Plumbing System (IPS) panelling system with wall hung sanitaryware.
- Public areas to receive solid grade laminate to cubicle and panelling systems.
- Soap dispensers.
- Mirrors to be made of steel and shatterproof.
- Ceiling to have restricted access and no access to cisterns.
- Where wall tiles meet floor tiles, curved tile to be used to aid cleaning.
- Colour determined by wayfinding.

Figure 5.17 Internal 3D Visual — Illustrative



Figure 5.18 Axonometric 3D Visual — Illustrative



Room Data Sheets

Prayer/contemplation

Primary Function

A quiet space set aside from the main building to enable multi-faith prayer or quiet contemplation.

Size

Optimum: 15m²

Lobby size to comply with accessibility requirements, Approved Document M. A minimum 3sqm is required for standard single leaf door access, 1230mm(W) x 2500mm(L).

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Heavy duty carpet tiles in prayer room, vinyl/tile in ablutions room.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

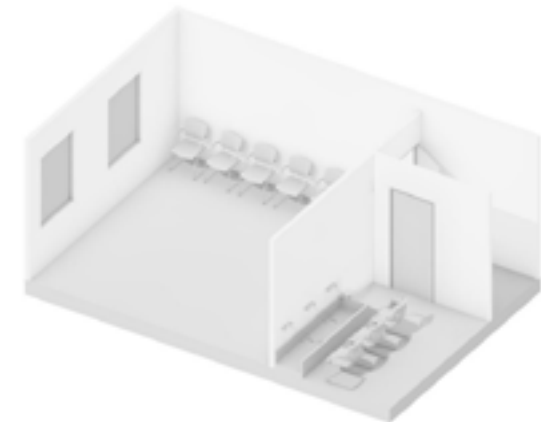
Design Considerations

- Accessibility requirements.
- Ablution room with washing facilities should be located directly adjacent to the room.
- Sensor taps, soap dispensers and paper towels/hand dryers.
- Prayer/contemplation rooms should have a lobby to obscure the view into the room.
- Allow for signage within the room to identify key landmarks and directions.
- It is important that the room has good acoustic performance to avoid distraction.

Figure 5.19 Internal 3D Visual — Illustrative



Figure 5.20 Axonometric 3D Visual — Illustrative



Room Data Sheets

Wellbeing Room

Primary Function

For users of the court and tribunal building to use if they are feeling unwell, need to administer medication or for breastfeeding women.

Size

Optimum: 10m²

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Heavy duty carpet tiles/vinyl around sink.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless Internet.

Design Considerations

- Mini fridge, kitchen units, worktop and sink with a tiled splashback — consider use of vinyl in front of sink.
- Consider using a variety of furniture styles for different uses including children's furniture, etc.
- Supply of drinking water.
- Located close to a WC.

- Hygienic, hardwearing, washable material finishes.
- Medical bed/lounge chair and privacy screens.
- Soap dispenser, hand dryer, paper towel holder, bin.

First aid considerations:

- Conduct a risk assessment of work activities and potential hazards to determine appropriate level of first-aid provision to workplace. For further guidance refer to Health and Safety (First-Aid) Regulations 1981 <http://www.hse.gov.uk/pubns/priced/I74.pdf>.
- Accessible for stretchers and any other equipment needed to convey users to and from the room.
- Located near to a point of access for transport to hospital.
- Adaptable room configuration so that first-aid equipment and facilities can be made available in the case of an emergency.

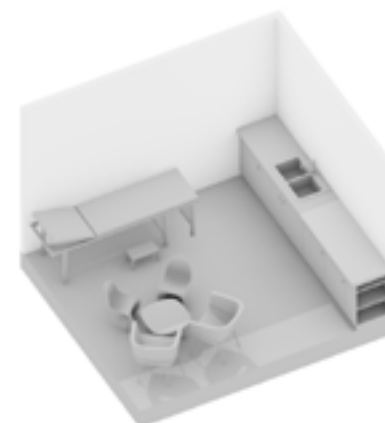
First Aid equipment and facilities:

- Easily identified first-aid container.
- Examination/medical couch with access to both sides.
- Notice on door advising of names, locations and contacts of first aiders.
- Telephone or other communication equipment to seek assistance.

Figure 5.21 Internal 3D Visual — Illustrative



Figure 5.22 Axonometric 3D Visual — Illustrative



Room Data Sheets

Advocates' Robing Room

Primary Function

For the advocates to use as a communal area and to safely store their belongings and case files (for short periods of time).

Size

Optimum: 3.12m² per Advocate (includes locker, touchdown desk and linear circulation space)

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Slip reducing floor tile/vinyl.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Tiled skirting to match floor tile.

Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- USB charging.
- Wireless internet
- Power Sockets

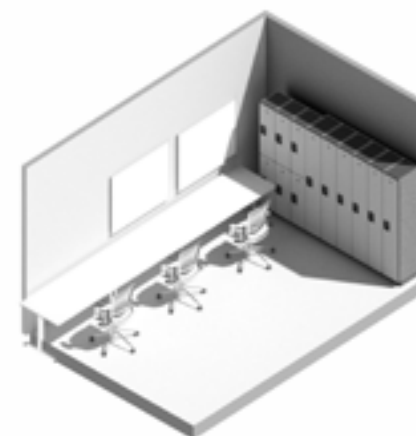
Design Considerations

- Accessibility requirements.
- Locker to be finished in High Pressure Laminate (HPL), with veneer/laminate on the doors.
- Desks with integrated power and data.
- Colour determined by wayfinding/floor level.
- Notice boards where required.
- Access control doors.
- Clock.

Figure 5.23 Internal 3D Visual — Illustrative



Figure 5.24 Axonometric 3D Visual — Illustrative



Room Data Sheets

Prison Video Link Booth

Primary Function

For prison to court video links to allow defence representatives to have conferences with their clients in prison or police custody before and/or after hearings.

Accessible from the public side of the building that advocates access independently or with the assistance of court staff.

Size

Optimum: 5m².

Architectural Finishes

Wall Durable eggshell paint finish.
Acoustic wall panels required.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system.

Skirting Painted MDF.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet.
- Video conferencing enabled.
- Integrated desktop and power.

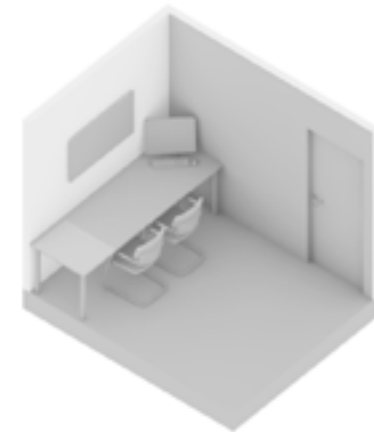
Design Considerations

- Accessibility requirements.
- Desk with Two chairs.
- Possible use as a Consultation Room.
- Clock.

Figure 5.25 Internal 3D Visual — Illustrative



Figure 5.26 Axonometric 3D Visual — Illustrative



Room Data Sheets

Draft Design - Video Hearing Booth

Primary Function

Note that this is a draft room design. HMCTS is developing and testing concepts for video hearings (refer to page 159). Whether this room will be required, how it is used and who by, will become clearer as the project progresses.

This holding design provides for a party to a case, legal professional or witness to attend a hearing by video or telephone. Room to allow space for up to three people. The room will be accessible from the public side of the court and tribunal building.

Size

Optimum: 9m²

Architectural Finishes

Wall	Durable eggshell paint finish. Colour consideration important, see design considerations below. Install dado rail around perimeter of room. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles. Dark colours, with acoustic matting to help reduce noise.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/ Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels, supplied with privacy film where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet access.
- Provision of power and data.
- LCD screen display.
- Camera mount with cover microphone cover and cable clamp.
- Microphone housing.

Design Considerations

- Accessibility requirements.
- Wall colour is important. Best colours to use are mid tone blues, and warm greys. Designers should avoid very dark or bright colours, use of white and avoid using stripes.
- Desk with integrated power and data, may need to accommodate dual screens.
- Chairs need to be DSE compliant.
- High back chairs to be upholstered to prevent acoustic reverberation & vibration.
- Wall mounted screen brackets capable to support required screen size.
- Screen position to be aligned with the centre of the seating position and not the centre of the room.
- Microphone to be fixed to the table in each room using custom microphone housing and carefully positioned.
- Screen protective cover should be provided.
- Privacy film on windows and vision panels.
- Use of blinds and curtains is not recommended but if used to be vertical pleat curtains or vertical blinds.
- Any windows or glazing to be fixed, obscured and installed at high level to avoid direct line of sight from surrounding areas.
- Clock.

Figure 5.27 Internal 3D Visual — Illustrative

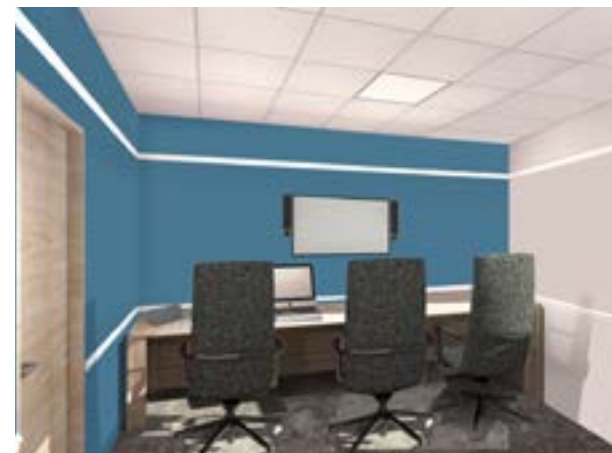
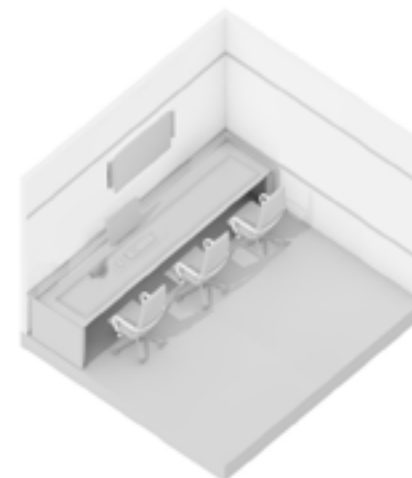


Figure 5.28 Axonometric 3D Visual — Illustrative



Room Data Sheets

Draft design - Open Justice Viewing Area

Primary Function

Note that this is a draft design. HMCTS is developing and testing concepts for video hearings and open justice viewing (refer to page 159). Whether this space will be required, how it is used and who by, will become clearer as the project progresses.

This holding design makes provision for members of the public and media representatives to observe hearings held via video or audio.

Size

Optimum: 20m²

Architectural Finishes

Wall	Durable eggshell paint finish. Colour consideration important, see design considerations below. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles. Dark colours, with acoustic matting to help reduce noise.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Individual terminals must be provided for public to see to provide access to open justice.

Design Considerations

- Accessibility requirements.
- Wall mounted touch screen, headphones and seating for each observation terminal.
- Screen dividers between each terminal to provide privacy and acoustic control.
- Worktop/counter to allow for an observer to take notes if necessary.
- The viewing area will be located in a quiet area of the court or tribunal building, in a public space which is observable by security officers and staff so as to monitor observers to ensure no recording of the hearing takes place. Appropriate baffles would be included around the space if necessary.
- Signage will demarcate the area as a viewing area solely for the use of observing video hearings and (as well as information contained on screens) there will be notices which inform the observer of their obligations in respect to contempt of court.

Figure 5.29 Internal 3D Visual — Illustrative

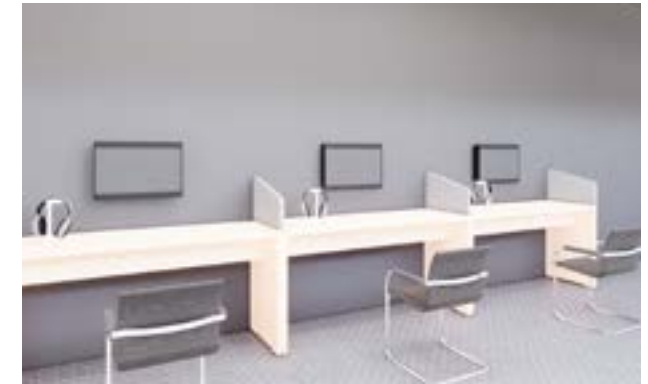


Figure 5.30 Axonometric 3D Visual — Illustrative



Public Waiting Areas

Primary Function

Open waiting areas adjacent to the hearing rooms and consultation rooms. Combined, these spaces play an essential role in helping users to prepare for their hearing.

Size

Optimum: 30m²

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Digital Signage.
- USB Charging.
- CCTV.

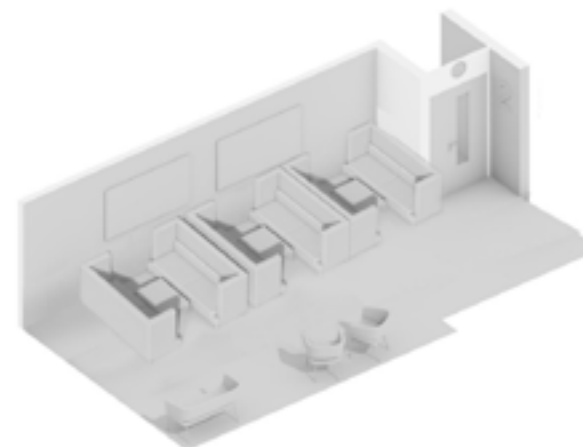
Design Considerations

- Accessibility requirements.
- Careful consideration should be given to creating an environment which helps users prepare for and give of their best in hearings.
- Capacity and activity modelling can inform sizing requirements. Occupancy levels will vary throughout the day, aim to maximise capacity.
- A workstation for HMCTS staff support.
- Lounge chairs and low level tables.
- Conference type seating ie chairs with flip down tables.
- Modular acoustic sofas and tables to provide privacy for informal meetings.
- Furniture to be finished in durable and wipeable finish.
- Option to connect or fix furniture to the floor which reduces the risk of furniture being inappropriately picked up/moved.
- Information and room listings to be displayed on listing boards within waiting area where appropriate.
- Notice boards.
- Change in floor finish/colour to help denote waiting areas from circulation routes.
- Colour determined by the wayfinding strategy.
- Flexible partition screen to separate large areas.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.31 Internal 3D Visual — Illustrative



Figure 5.32 Axonometric 3D Visual — Illustrative



Room Data Sheets

Waiting Room

Primary Function

Private waiting rooms for parties to wait separately and prepare before a hearing.

Size

Optimum: 9m²

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- USB charging.
- Wireless Internet.
- TV.
- Intercom with staff for safety and communication issues.
- CCTV, if accessed from the public side.

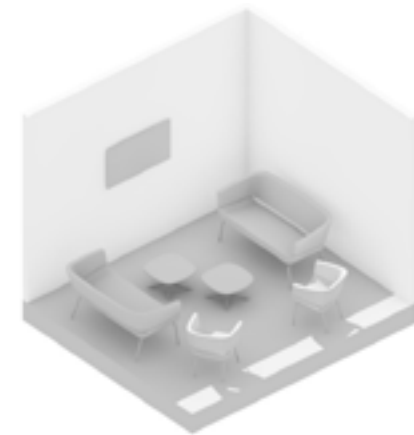
Design Considerations

- Accessibility requirements.
- Use of modular furniture and low level tables to create a relaxed atmosphere.
- Option to connect or fix furniture to the floor which reduces the risk of furniture being inappropriately picked up/moved.
- Furniture to be finished in durable and wipeable finish.
- Notice boards.
- Colour determined by wayfinding strategy.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.33 Internal 3D Visual — Illustrative



Figure 5.34 Axonometric 3D Visual — Illustrative



Room Data Sheets

Waiting Room - Children and Young People

Primary Function

To provide an appropriate, comfortable, and separate space for children, young people and their families to wait.

Size

Optimum: 12m²

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- USB charging.
- Wireless Internet.
- TV.
- Video conferencing facilities.
- Intercom with staff for safety and communication issues.
- CCTV — if accessed from the public side of the Court and tribunal building.

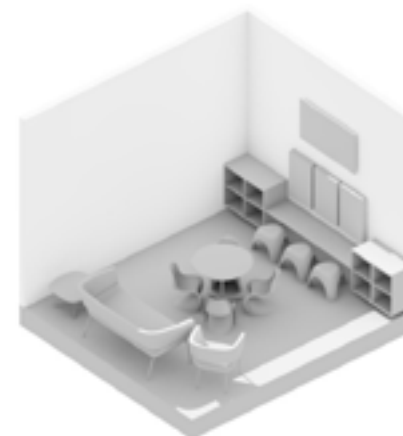
Design Considerations

- Accessibility requirements.
- Use of modular sofas, lounge chairs and tables as well as lower level furniture for children.
- Sofas and lounge chairs to be finished in durable fabric with chrome base.
- Plastic shell chairs for children in a range of colours.
- Notice boards/pin-up areas for general information.
- Colour of furniture/accent wall colour determined by wayfinding.
- Consider the need for storage units and low-level worktop.
- Use of acoustic panels for better sound performance.
- To be located in close proximity to WC.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.35 Internal 3D Visual — Illustrative



Figure 5.36 Axonometric 3D Visual — Illustrative



Room Data Sheets

Waiting Room - Vulnerable Victims and Witnesses

Primary Function

To provide an appropriate and separate space for vulnerable victims and witnesses with special measures granted to wait for their hearing. This room can multi-function as a video link room. This room will be hosted on the private side of the court and tribunal building.

Size

Optimum: 15m²

Waiting room reduces to 9m² if not to be used as a video link room. Lobby size to comply with accessibility requirements, Approved Document M. A minimum 3sqm is required for standard single leaf door access, 1230mm(W) x 2500mm(L).

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- USB charging.
- Wireless Internet.
- LCD Screen Display with protective cover.
- Camera Mount with Cover Microphone cover and cable clamp
- Microphone Housing
- Intercom with staff for safety and communication issues.
- Video conferencing and recording equipment for provision of video evidence.

Design Considerations

- Accessibility requirements.
- Use of modular sofas, lounge chairs and low tables
- Notice boards/pin-up areas for general information.
- Wall Colours are important, best colours to use are mid tones blues, and warm greys. Designers should avoid very dark or bright colours, use of white and avoid using stripes.
- Chairs used for video recording need to be fixed and not swivel.
- Chairs to be upholstered to prevent acoustic reverberation & vibration.
- Wall screen mounting brackets capable to support required screen size.
- Microphone to be fixed.
- Distance from screen to individual needs to be considered.
- Privacy film on windows and vision panels.
- To be located in close proximity to WC.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.37 Internal 3D Visual — Illustrative



Figure 5.38 Axonometric 3D Visual — Illustrative



Room Data Sheets

Vulnerable Victims and Witnesses Video Link Room

Primary Function

To provide an appropriate and separate space for vulnerable victims and witnesses to give video evidence. This room will be hosted on the private side of the court and tribunal building.

Size

Optimum: 9m²

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- USB charging.
- Wireless Internet.
- LCD Screen Display with protective cover.
- Camera Mount with Cover Microphone cover and cable clamp
- Microphone Housing
- Intercom with for safety and communication issues.
- Video conferencing and recording equipment for provision of video evidence.

Design Considerations

- Accessibility requirements.
- Use of modular sofas, lounge chairs and low tables
- Notice boards/pin-up areas for general information.
- Wall Colours are important, best colours to use are mid tones blues, and warm greys. Designers should avoid very dark or bright colours, use of white and avoid using stripes.
- Chairs used for video recording need to be fixed and not swivel.
- Chairs to be upholstered to prevent acoustic reverberation & vibration.
- Wall screen mounting brackets capable to support required screen size.
- Microphone to be fixed.
- Distance from screen to individual needs to be considered.
- Privacy film on windows and vision panels.
- To be located in close proximity to WC.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound.
- Walls to include impact protection covering to avoid damage from furniture items.
- Clock.

Figure 5.39 Internal 3D Visual — Illustrative



Figure 5.40 Axonometric 3D Visual — Illustrative



Room Data Sheets

Large Consultation/Meeting Room

Primary Function

Consultation rooms for large numbers of attendees, their legal advisers and other associated parties. A large multi-purpose room providing meeting space and to be used for public consultation, when required,

Size

Optimum: 35m² The size will be informed by building footfall and business requirements. The installation of a folding partition to split the room, providing greater flexibility should be considered.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision side panels with stainless steel ironmongery. Doors to be lockable and fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- USB charging.
- Wireless Internet.
- Table mounted power and data.

- Video conferencing facilities.
- Intercom with staff for safety and communication issues.

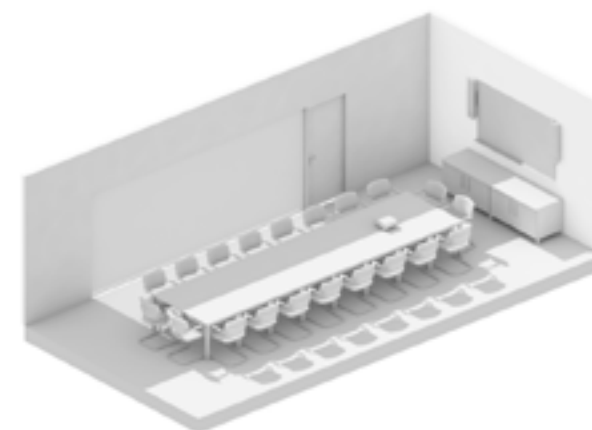
Design Considerations

- Accessibility requirements.
- Meeting room set up, with a central table for all parties.
- Stackable chairs with sled base to make rooms easily configurable.
- Furniture finished in fabric/wipeable finish depending on usage and location.
- Colour determined by wayfinding.
- Hearing enhancement systems and clear notices.
- Potential for foldable partitions for flexible use.
- Integrated blinds for privacy.
- Whiteboard/screen for sharing information.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.41 Internal 3D Visual — Illustrative



Figure 5.42 Axonometric 3D Visual — Illustrative



Room Data Sheets

Consultation Room - Medium

Primary Function

Consultation rooms for up to 10 or so attendees, their legal advisers and other associated parties.

Size

Optimum: 20m²

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision side panels with stainless steel ironmongery. Doors to be lockable and fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- USB charging.
- Wireless Internet.
- Table mounted power and data.
- Intercom with staff for safety and communication issues.

Design Considerations

- Accessibility requirements.
- Meeting room set up, with a central table for all parties.
- Stackable chairs with sled base to make rooms easily configurable.
- Furniture finished in fabric/wipeable finish depending on usage and location.
- Colour determined by wayfinding.
- Hearing enhancement systems and clear notices.
- Potential for foldable partitions for flexible use.
- Integrated blinds for privacy.
- Whiteboard/screen for sharing information.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.43 Internal 3D Visual — Illustrative



Figure 5.44 Axonometric 3D Visual — Illustrative



Room Data Sheets

Consultation Room - Small

Primary Function

Consultation rooms for up to 5 or so attendees, their legal advisers and other associated parties.

Size

Optimum: 9m²

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision side panels with stainless steel ironmongery. Doors to be lockable and fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- USB charging.
- Wireless Internet.
- Table mounted power and data.
- Intercom with staff for safety and communication issues.

Design Considerations

- Accessibility requirements.
- Meeting room set up, with a central table for all parties.
- Stackable chairs with sled base to make rooms easily configurable.
- Furniture finished in fabric/wipeable finish depending on usage and location.
- Colour determined by wayfinding.
- Hearing enhancement systems and clear notices.
- Integrated blinds for privacy.
- Whiteboard/screen for sharing information.
- Impact protection covering on walls to avoid damage from furniture items.
- Clock.

Figure 5.45 Internal 3D Visual — Illustrative



Figure 5.46 Axonometric 3D Visual — Illustrative



Room Data Sheets

Press Room

Primary Function

This room may be required in larger court and tribunal buildings, for media representatives to wait in between hearings. The requirement will be dependent upon the size of the building and the nature of business conducted in the building.

Size

Optimum: 15m²

Architectural Finishes

Wall Matt paint finish..
Floor Heavy duty carpet tiles.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF.
Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- USB charging.
- Wireless Internet.
- Table mounted power and data.

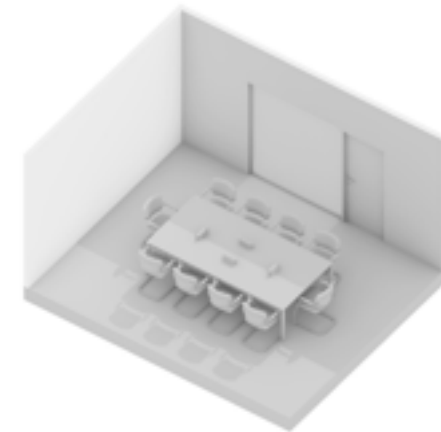
Design Considerations

- Accessibility requiremStackable chairs with sled base to make rooms easily configurable.
- Furniture finished in fabric/wipeable finish depending on usage and location.
- Colour determined by wayfinding.
- Use of acoustic panels for better sound performance.
- Potential for foldable partitions for flexible use.
- Solid door(s) with side screen and integrated blinds for privacy.
- Doors to have vision panels.
- Clock.

Figure 5.47 Internal 3D Visual — Illustrative



Figure 5.48 Axonometric 3D Visual — Illustrative



Hearing Room - Formal Secure with Jury

Primary Function

Formal justice space to hold hearings which require a jury and defendant dock. The room will have 5 entrances allowing separation of the following parties — the judiciary, the jury, the public, defendants in custody and vulnerable victims and witnesses. Sight lines are vital to the layout.

Security Requirements

Judiciary should enter and exit the hearing room via a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/court associates/ushers.

Size

Optimum: 150m² (There may be a requirement for a larger room in excess of 200 square metres.)

Additional 4m² required for sound lobby.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required. See page opposite for details

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Personal address / tannoy.
- Desktop to integrate power and data (including USB charging points).
- Adequate power points.
- Hearing enhancement systems and microphones.
- Recording equipment.
- Video conferencing.
- Microphones and screens (on optional adjustable brackets) for the judiciary, legal advisors, clerks, court associates, advocates, witnesses and defendants.
- Probation and Youth Justice teams to have access to microphones.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes.
- Sound lobby is required at the public entrance to the hearing room, with a minimum area of 4m².
- Public doors to hearing room should have vision panels. The judicial door to be fitted with an optical spy hole.

- Raised dais and judicial bench.
- Judicial barrier to have a wicket gate to allow HMCTS staff to access the hearing room through the judicial entrance.
- Ability to screen the witness box; screen can be folded into the wall when not in use.
- Seating for legal advisors/clerks/court associates/ushers in front of the bench. Desk to be of sufficient size and depth to accommodate IT requirements and papers.
- Seating in the well of the hearing room for legal professionals, advocates, support services and youth defendants if the dock is not appropriate.
- Seating for interpreters and intermediaries next to the defendants or witness.
- Fixed public seating is located at the back of the room. The public gallery is not glazed.
- All seating/desks to be of neutral colour.
- Fixed seating must be used for public seating and dock seating. The specification for dock seating is provided in the MoJ Court Custody Suite Design Guide.
- DSE compliant chairs must be provided for all members of the judiciary, and for HMCTS staff who use DSE equipment.
- DSE compliant chairs must be provided within the well of hearing rooms for legal professionals and any other users of DSE equipment.
- Seating for non-users of DSE equipment within the well of hearing rooms will be conference type chairs of minimum chair weight of 15kg.
- Seating for jurors and members of the press will be conference type chairs of minimum chair weight of 15kg.

Room Data Sheets

Hearing Room - Formal Secure with Jury

- Either a secure or standard dock will be needed which should be built according to the specification set out in the MoJ Court Custody Suite Design Guide. The dock must have a door to the well of the hearing room opening inwards towards the dock.
- Judicial bench, witness box and clerk's desk to have a timber appearance and be of sufficient size and depth to accommodate IT requirements and papers.
- All monitors to be in a position and height that does not interrupt sight lines.
- ICT hardware. This could be housed in a cupboard within the base of the judicial bench, accessible from the well of the hearing room. If the ICT hardware is housed in an enclosed space, a cooling solution would be required.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation, to amplify/insulate sound and achieve optimum acoustic performance.
- The hearing room should be close to a suitable waiting area for the jury to use for short periods of time.
- Clock.

Figure 5.49 Internal 3D Visual — Illustrative



Figure 5.50 Axonometric 3D Visual — Illustrative



Room Data Sheets

Hearing Room - Formal Secure with Jury

Requirements

The impact of technology on sight lines is of highest importance and must be considered at point of design.

Consideration should be given to the judicial bench and security barrier being demountable to facilitate changing the layout of the room. Where flexibility of layout in hearing rooms is required, consideration must also be given to flexibility of wiring and cabling.

1. Rear panels with crest to rear wall.
2. The optimum ceiling height for this room type is 3.25m (measured from top of floor to underside of ceiling), and is required to support a hearing room design that reflects the presence and importance of justice and enables critical dimensions and sight lines.
3. Raised dais (450mm and to a height to ensure the Judge/panel whilst in his/her seat(s) have clear sight lines of all parts of the room). Allow for ramp access where space permits for access for users with disabilities. Ensure dais does not create a trip hazard. USB and power charging integrated into the dais.
4. Three-member judicial bench to incorporate microphones, PC screens and two finger panic alarm (requiring the user to press these simultaneously to avoid activating the alarm in error). All power and data to be mounted on bench top for access to accommodate DSE compliant workstations and equipment.
5. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
6. There should be a minimum distance between the back edge of the witness box (i.e. where the witness sits or stands) and the leading edge of the judicial bench, which must be at least 1.5 metres.
7. There should be a minimum distance between the back edge of the first row of jurors' desks (i.e. the edge where the jurors sit) and the leading edge of the judicial bench, which must be at least 1.5 metres.
8. A distance of 1.5 metres should be allowed behind the judicial bench in each hearing room for safe access/egress.
9. Security Barriers should be:
 - a. Of a construction that it complements the formality/professional feel of the hearing room.
 - b. Wall to wall, not easily got around or moved and not able to be dived or hurdled over, to a minimum height of at least 90-100 cm.
 - c. Of sturdy construction and assured it has been tested to a standard whereby it will not collapse or move if physically assaulted.
A wicket gate must be installed at the opposite end of the barrier from the judicial entrance and fitted with self-closing "beggar latch".
10. Witness box to allow for witnesses to stand or sit and be accessible to users in wheelchairs, with the option to screen off from other parties, allow for microphone and viewing of PC screens. Where a large witness box is required, furniture offsets and sight lines must be maintained.
11. Wall or ceiling mounted, retractable witness privacy screen. Screen must fully shield witness from the defendant dock and public gallery.
12. Clerks/court associates/legal advisors/ushers desk with power and data and to accommodate for PC/screens. Task seating to be fully adjustable with space for mountable screen and microphone. DSE compliant workstations and equipment.
13. Jury seating/desk area for 12 members, allow for power and data for PC screens. Second row to be raised to facilitate sight lines.
14. Advocates' benches with power and data, allow for PC screens and microphones. DSE compliant workstations and equipment, with sufficient space between benches to allow for chairs to be pushed back to address the hearing room. Provide flexible laptop rests.
15. Media seating to side of hearing room, potential to link seating depending on risk level.
16. Fixed public seating is located at the back of the hearing room.
17. Dock located to rear of room in line with judicial bench, allow for power and data for PC screens and microphones for amplification. The dock should have secure access from/to the custody suite and access to the well of the hearing room.
18. Two-finger panic alarm (requiring the user to press these simultaneously, to avoid activating the alarm in error) located on the underside of the judicial bench/desk and clerks/usher/legal advisors/member of staff's desk, where it can be easily pressed whilst the Judge or staff member is seated.

Room Data Sheets

Hearing Room - Formal Secure with Jury

5 Door Access Configuration

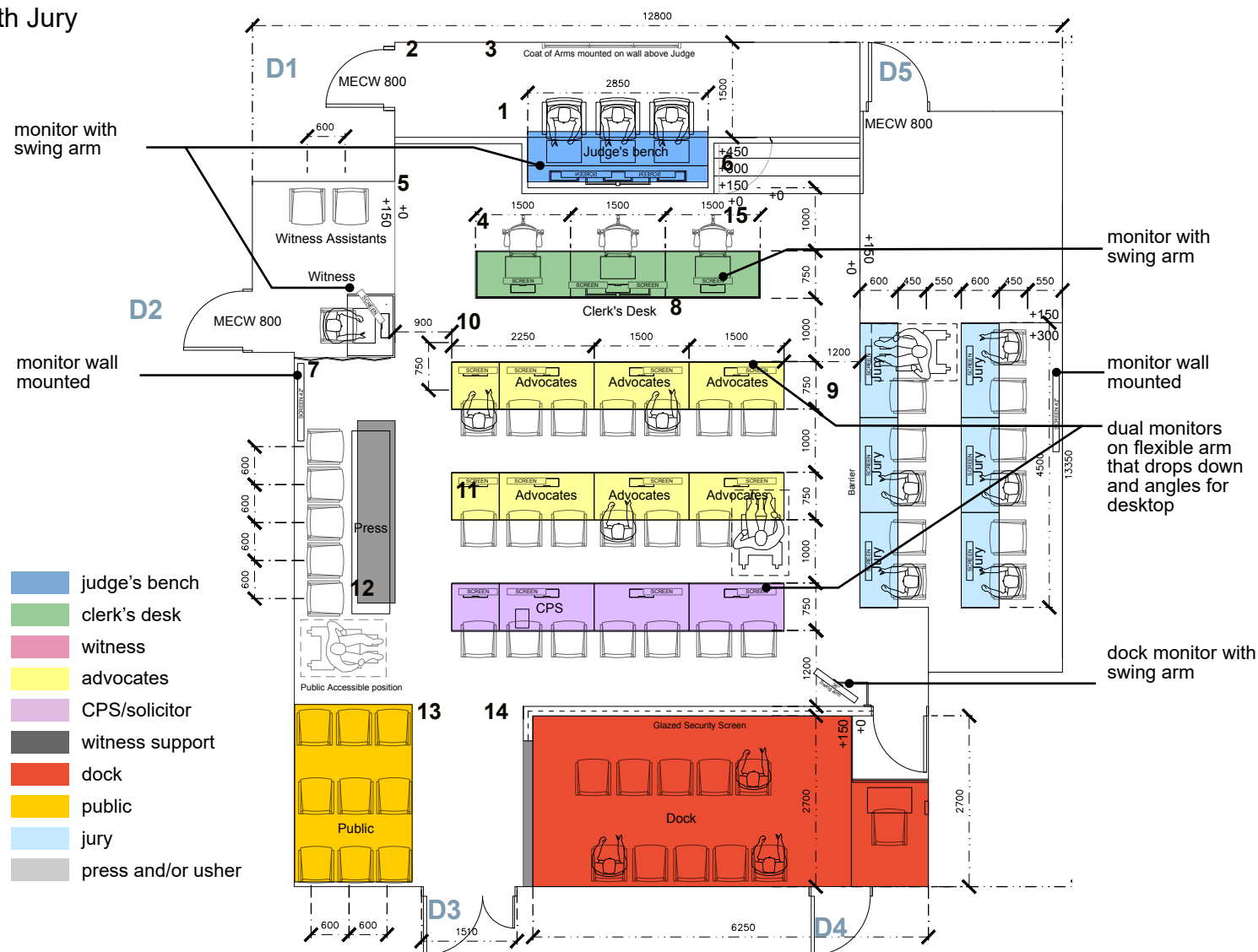
D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer "spy holes" from secure side of door.

D2. Witness entrance door from vulnerable witness room or secure route.

D3. Access control for public entrance.
Consider shielded keypad or key lock (all doors must be lockable).

D4. Direct access for dock from secure route to holding area. Door from dock is a Home Office door. Refer to the Ministry of Justice Court Custody Suite Design Guide for further guidance.

D5. Direct access for jury from jury waiting area, jury assembly or secure route.



Room Data Sheets

Hearing Room Refurbishment - Formal Secure with Jury

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights, dais heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing; this requires careful consideration of the existing and proposed placement of columns, as well as the configuration for seating and monitors. Figure 5.52 illustrates a recommended plan layout for a formal secure hearing room with jury arranged in a 7.5 metre structural grid. The pillars are represented as blue circles and are **indicative** locations only. The structural grid is represented by dashed blue lines. The layout allows for a 120-degree field of view to be maintained from the judiciary to all parties. Figure 5.53 illustrates the sight lines in section for a hearing room with a 3.25m ceiling height.

The sight lines are a design constraint which must be met as a minimum requirement. The pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Ceiling heights

The optimum ceiling height of 3.25 metres (measured from top of floor to underside of ceiling) is also the minimum ceiling height requirement. When faced with a ceiling height of less than 3.25 metres, a room should not be used for a Formal Secure With Jury hearing room.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches, barriers, dais, desks and witness boxes. Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.52 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details.

The main criteria for furniture offsets is summarised as follows:

- 1500mm offset from wall to the Judge's bench
- 1000mm offset from the front of the Judge's barrier to the Clerk's desk
- 1000mm offset from the front of the Clerk's desk to the front of the Advocate's desk
- Subsequent desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- The minimum walkway distance either side of the Advocate's desk is 900mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.
- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor, and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation or complete redesign of building services infrastructure.

Room Data Sheets

Figure 5.52 Indicative Pillar Locations

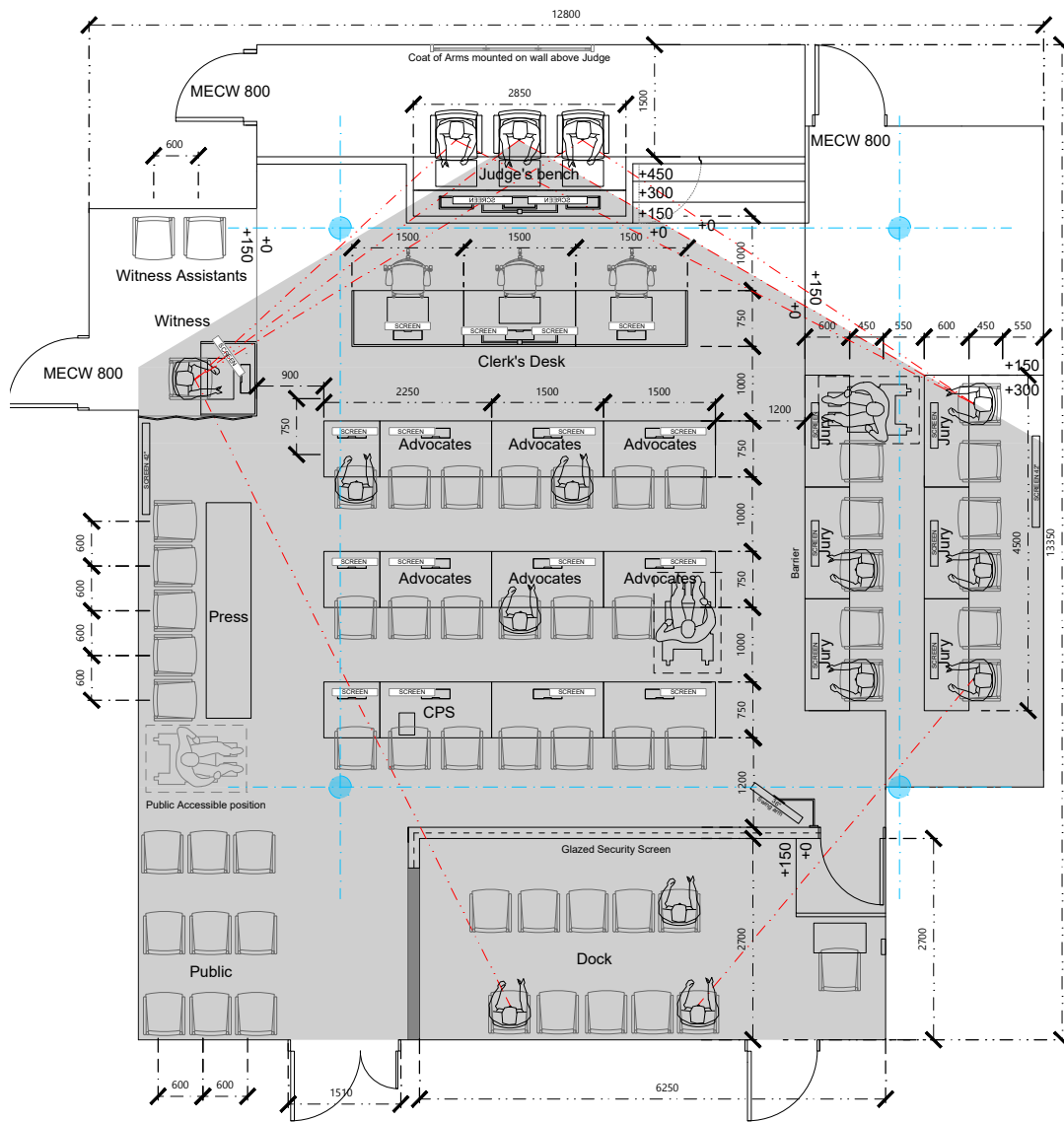
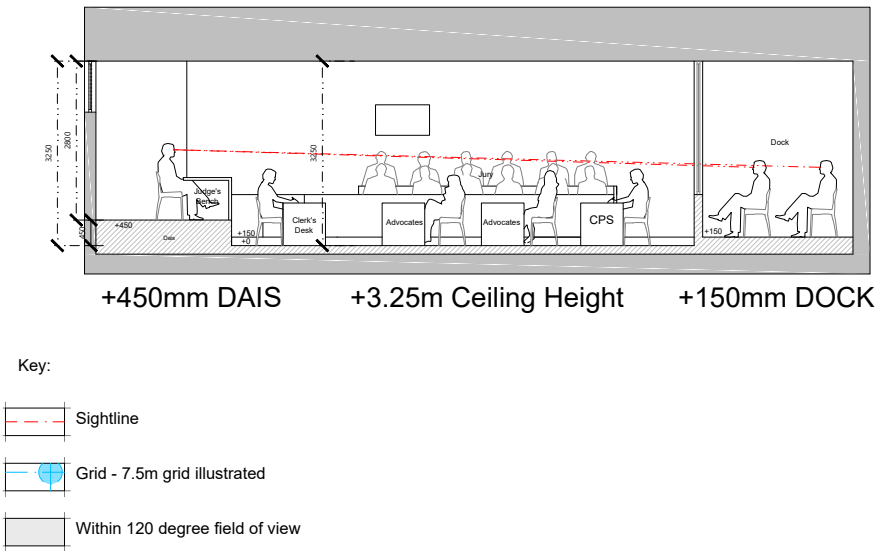


Figure 5.52 illustrates a recommended plan layout for a formal secure hearing room with jury arranged in a 7.5 metre structural grid. The layout allows for a 120 degree field of view to be maintained from the judiciary to all parties. **The sight lines are a design constraint which must be met as a minimum requirement.** It is important to note that the pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Figure 5.53 Sightlines between judge and dock for a formal secure hearing room with jury with a minimum 3.25m ceiling height, 45cm dais and 15cm dock.



Room Data Sheets

Hearing Room - Formal Secure Non-Jury

Primary Function

Formal justice space to hold hearings which require a defendant dock but no jury. The room will have 4 entrances allowing separation of the following parties: the judiciary, the public, defendants in custody and vulnerable victims and witnesses. Sight lines are key to the layout.

Security Requirements

Judiciary should enter and exit the hearing room via a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/court associates/ushers.

Size

Optimum: 115-150m² (There may be a requirement for a larger room in excess of 200 square metres.)

Additional 4m² required for sound lobby.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required. See page over for details.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Desktop to integrate power and data (including USB charging points).
- Adequate power points.
- Hearing enhancement systems and microphones.
- Recording equipment.
- Video conferencing.
- Microphones and screens (on optional adjustable brackets) for the judiciary, legal advisors, clerks, court associates, advocates, witnesses and defendants.
- Probation and Youth Justice teams to have access to microphones.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes.
- Sound lobby is required at the public entrance to the hearing room, with a minimum area of 4m².
- Public doors to hearing room should have vision panels. The judicial/vulnerable witness entrance to be fitted with an optical spy hole.

- Raised dais and judicial bench.
- Judicial barrier to have a wicket gate to allow HMCTS staff to access the hearing room through the judicial entrance.
- Ability to screen the witness box; screen can be folded into the wall when not in use.
- Seating for legal advisors/clerks/court associates/ushers in front of the bench. Desk to be of sufficient size and depth to accommodate IT requirements and papers.
- Seating in the well of the hearing room for legal professionals, advocates, support services and youth defendants if the dock is not appropriate.
- Seating for interpreters and intermediaries next to the defendants or witness.
- Seating provided for cell staff next to the defendants in the dock.
- Public seating is located at the back of the room. The public gallery is not glazed.
- Press seating to be provided with hinged desks.
- All other seating/desks to be of neutral colour.
- DSE compliant chairs must be provided for all members of the judiciary, and for HMCTS staff who use DSE equipment.
- DSE compliant chairs must be provided within the well of hearing rooms for legal professionals and any other users of DSE equipment.
- Seating for non-users of DSE equipment within the well of hearing rooms will be conference type chairs of minimum chair weight of 15kg.
- Seating members of the press will be conference type chairs of minimum chair weight of 15kg.

Room Data Sheets

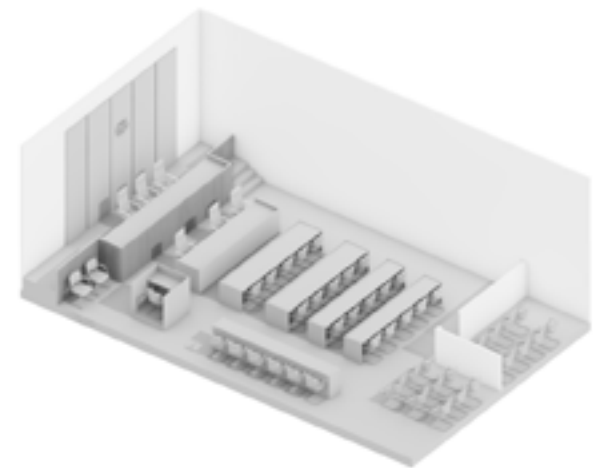
Hearing Room - Formal Secure Non - Jury

- Either a secure or standard dock will be needed which should be built according to the specification set out in the MoJ Court Custody Suite Design Guide. The dock must have a door to the well of the hearing room opening inwards towards the dock.
- Dock seating requirements are provided in the MoJ Court Custody Suite Design Guide.
- Judicial bench, witness box and clerk's desk to have a timber appearance and be of sufficient size and depth to accommodate IT requirements and papers.
- All monitors to be in a position and height that does not interrupt sight lines.
- ICT hardware. This could be placed in a cupboard within the base of the judicial bench, accessible from the well of the hearing room. If the ICT hardware is housed in an enclosed space, a cooling solution would be required.
- Fixed hardware.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound to achieve optimum acoustic performance.
- Clock.

Figure 5.54 Internal 3D Visual — Illustrative



Figure 5.55 Axonometric 3D Visual — Illustrative



Room Data Sheets

Hearing Room - Formal Secure Non-Jury

Requirements

The impact of technology on sight lines is of highest importance and must be considered at point of design.

Consideration should be given to the judicial bench and security barrier being demountable to facilitate changing the layout of the room. Where flexibility of layout in hearing rooms is required, consideration must also be given to flexibility of wiring and cabling.

1. Rear panels with crest to rear wall.
2. The optimum ceiling height for this room type is 3.25m (measured from top of floor to underside of ceiling) and is required to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines.
3. Raised dais (450 mm and to a height to ensure the Judge/panel whilst in his/her seat(s) have clear sight lines of all parts of the room). Allow for ramp access for users with disabilities where space permits. Ensure dais does not create a trip hazard. USB and power charging integrated into the dais.
4. Three-member judicial bench to incorporate microphones, PC screens and two-finger panic alarm. All power and data to be mounted on bench top for access to accommodate DSE compliant workstations and equipment.
5. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
6. There should be a minimum distance between the back edge of the witness box (i.e., where the witness sits or stands) and the leading edge of the judicial bench, which must be at least 1.5 metres.
7. 1.5 metres should be allowed behind the judicial bench in each hearing room for safe access/egress.
8. Security Barriers should be:
 - a. Of a construction that it complements the formality/professional feel of the hearing room.
 - b. Wall to wall, not easily got around or moved and not able to be dived or hurdled over, to a minimum height of at least 90-100 cm.
 - c. Of sturdy construction and assured it has been tested to a standard whereby it will not collapse or move if physically assaulted.
A wicket gate must be installed at the opposite end of the barrier from the judicial entrance and fitted with self-closing "beggar latch".
9. Witness box to allow for witnesses to stand or sit and be accessible to users in wheelchairs, with the option to screen off from other parties, allow for microphone and viewing of PC screens. Where a large witness box is required, furniture offsets and sight lines must be maintained.
10. Wall or ceiling mounted retractable, witness privacy screen. Screen must fully shield witness from the defendant dock and public gallery.
11. Clerks/ushers/legal advisors desk with power and data and to accommodate for PC/screens. Task seating to be fully adjustable with space for mountable screen and microphone. DSE compliant workstations and equipment.
12. Fixed public seating is located at the back of the room or where necessary, it can be provided above the dock on a mezzanine level due to the double height of the hearing room. Where situated on a mezzanine level, a barrier complying with building regulations minimum requirements for height and loading should be installed. The public gallery is not glazed.
13. Media seating to the side of hearing room, potential to link seating depending on risk level.
14. Advocates' benches with power and data, allow for PC screens and microphones. DSE compliant workstations and equipment with sufficient space between benches to allow for chairs to be pushed back to address the hearing room. Provide flexible laptop rests.
15. Dock located to rear of room in line with the judicial bench, allow for power and data for PC screens and microphones. The dock should have secure access from/to the custody suite and access to the well of the hearing room.
16. Two-finger panic alarm (requiring the user to press these simultaneously, to avoid activating the alarm in error) located on the underside of the judicial bench/desk and clerks/usher/legal advisors' desk, where it can be easily pressed whilst the Judge or staff member is seated.

Room Data Sheets

Hearing Room - Formal Secure Non-Jury

5 Door Access Configuration

D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer "spy holes" from secure side of door.

D2. Witness entrance door from vulnerable witness room or secure route.

D3. Access control for public entrance. Consider shielded keypad or key lock (all doors must be lockable).

D4. Direct access for dock from secure route to holding area. Door from dock is a Home Office door. Refer to the Ministry of Justice Court Custody Suite Design Guide for further guidance.

monitor with swing arm

monitor wall mounted

monitor with swing arm

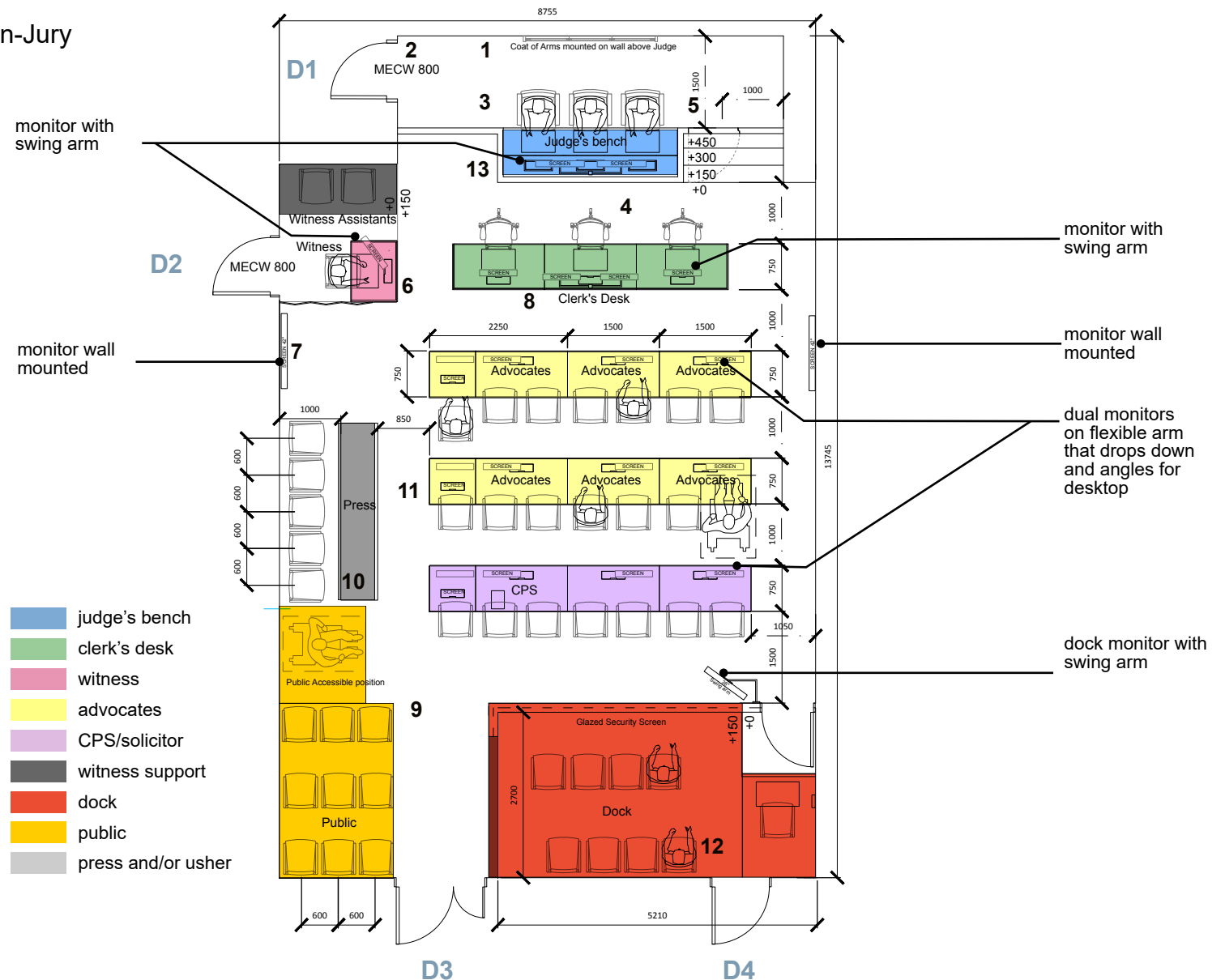
monitor wall mounted

dual monitors on flexible arm that drops down and angles for desktop

dock monitor with swing arm

- judge's bench
- clerk's desk
- witness
- advocates
- CPS/solicitor
- witness support
- dock
- public
- press and/or usher

Figure 5.56 Key Adjacency Diagram



Room Data Sheets

Hearing Room Refurbishment - Formal Secure Non-Jury

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights, dais heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing; this requires careful consideration of the existing and proposed placement of columns, as well as the configuration for seating and monitors. Figure 5.57 illustrates a recommended plan layout for a Formal Secure Non-Jury hearing room arranged in a 7.5 metre structural grid. The pillars are represented as blue circles and are **indicative** locations only. The structural grid is represented by dashed blue lines. The layout allows for a 120-degree field of view to be maintained from the judiciary to all parties. Figure 5.58 illustrates the sight lines in section for a hearing room with a 3.0m ceiling height.

The sight lines are a design constraint which must be met as a minimum requirement. The pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Ceiling heights

The optimum ceiling height of 3.25 metres (measured from top of floor to underside of ceiling) is also the minimum ceiling height requirement. When faced with a ceiling height of less than 3.25 metres, a room should not be used for a Formal Secure Non Jury hearing room.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches, barriers, dais, desks and witness boxes. Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.57 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details.

The main criteria for furniture offsets is summarised as follows:

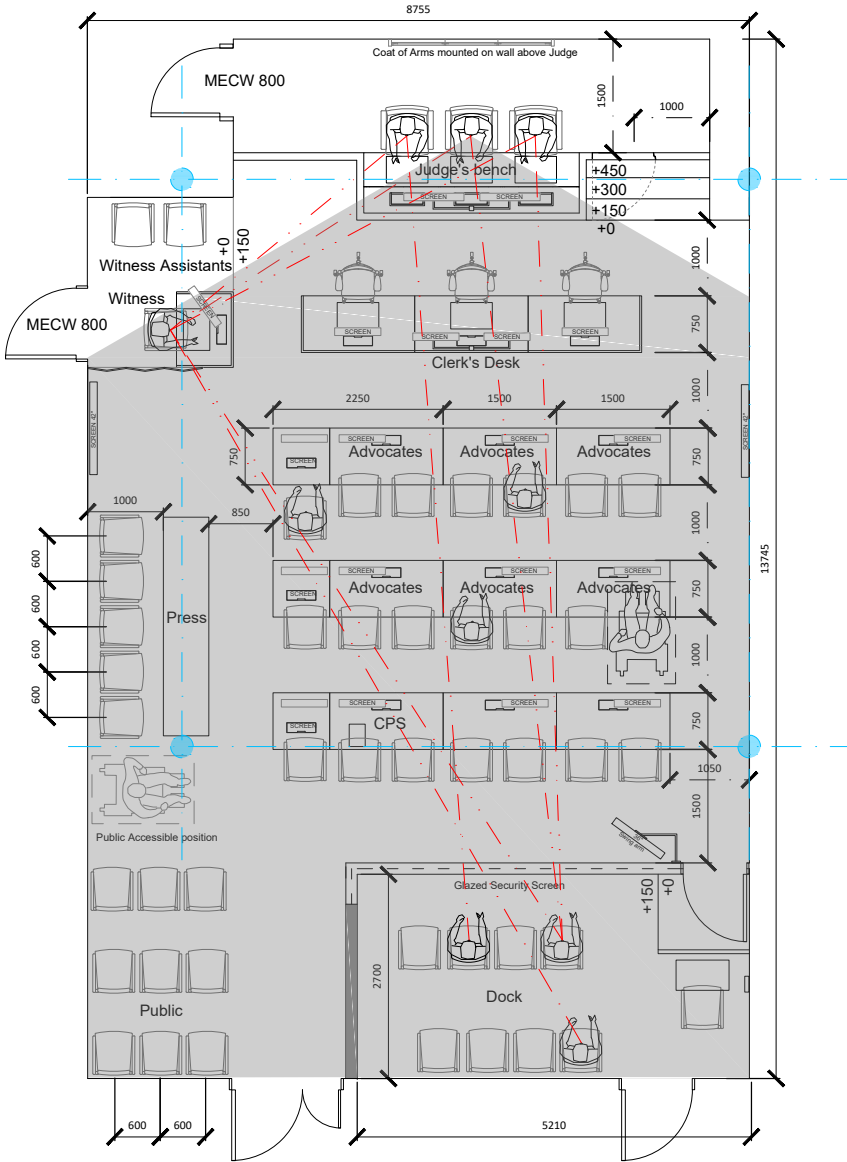
- 1500mm offset from wall to the Judge's bench
- 1000mm offset from the front of the Judge's barrier to the Clerk's desk
- 1000mm offset from the front of the Clerk's desk to the front of the Advocate's desk
- Subsequent desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- The minimum walkway distance either side of the Advocate's desk is 900mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.
- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation or complete redesign of building services infrastructure.

Room Data Sheets

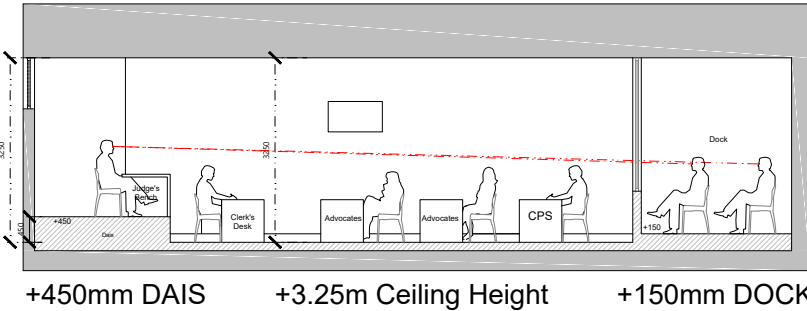
Figure 5.57 Indicative Pillar Locations



Hearing Room - Formal Secure Non-Jury

Figure 5.57 illustrates a recommended plan layout for a formal secure hearing room non jury arranged in a 7.5 metre structural grid. The layout allows for a 120-degree field of view to be maintained from the judiciary to all parties. **The sight lines are a design constraint which must be met as a minimum requirement.** It is important to note that the pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Figure 5.58 Sightlines between judge and dock for a Formal Secure Non Jury hearing room with a minimum ceiling height of 3.25m, 45cm dais and 15cm dock.



- Key:
- Sightline
 - Grid - 7.5m grid illustrated
 - Within 120 degree field of view

Room Data Sheets

Hearing Room - Standard Custodial Hearing Type 1

Primary Function

Standard hearing room to hold custodial hearings where a jury is not required. The room will have 4 entrances — for the judiciary, vulnerable witnesses, defendants in custody and public. Sight lines should be key to the layout.

Security Requirements

Judiciary should enter and exit the hearing room from a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/ushers.

Size

Optimum: 85m²

Additional 4m² required for sound lobby.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Desktop to integrate power and data (including USB charging).
- Adequate power points.
- Hearing enhancement systems and microphones.
- Recording equipment.
- Telephone and video conferencing.
- Microphones and screens (on optional adjustable brackets) for the judiciary, legal advisors, clerks, court associates, advocates, witnesses and defendants.
- Screens to be positioned as to not interfere with sight-lines.
- Adequate power points.
- Recording equipment.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- Hearing rooms to have sound separation from adjacent rooms and circulation rooms.
- Sound lobby is required at the public entrance to the hearing room, with a minimum area of 4m².
- Public doors to hearing room should have vision panels. The judicial/vulnerable witness entrance to be fitted with an optical spy hole.
- Raised dais and judicial bench to seat 3.
- Judicial barrier to have a gate to allow HMCTS staff to access the hearing room through the judicial/vulnerable witness entrance.

- Ability to screen the witness box; screen can be folded into the wall when not in use.
- Seating for legal advisors/clerks/court associates/ushers in front of the bench. Desk to be of sufficient size and depth to accommodate IT requirements and papers.
- Seating in the well of the hearing room for legal professionals, advocates, support services and youth defendants if the dock is not appropriate.
- Seating for interpreters and intermediaries next to the defendants or witness.
- Seating provided for the press to the side of the hearing room.
- Public seating is located at the back of the room.
- All other seating/desks to be of neutral colour.
- DSE compliant chairs must be provided for all members of the judiciary, and for HMCTS staff who use DSE equipment.
- DSE compliant chairs must be provided within the well of hearing rooms for legal professionals and any other users of DSE equipment.
- Seating for non-users of DSE equipment within the well of hearing rooms will be conference type chairs of minimum chair weight of 15kg.
- Seating members of the press will be conference type chairs of minimum chair weight of 15kg.
- Either a secure or standard dock will be needed which should be built according to the specification set out in the MoJ Court Custody Suite Design Guide. The dock must have a door to the well of the hearing room opening inwards towards the dock.
- Dock seating requirements are provided in the MoJ Court Custody Suite Design Guide.

Room Data Sheets

Hearing Room - Standard Custodial Hearing Type 1

Figure 5.59 Internal 3D Visual — Illustrative



- Ability to screen dock when not in use.
- Judicial bench, witness box and clerk's desk to have a timber appearance and be of sufficient size and depth to accommodate IT requirements and papers.
- All monitors to be in a position and height that does not interrupt sight lines.
- ICT hardware. This could be placed in a cupboard within the base of the judicial bench, accessible from the well of the hearing room. If the ICT hardware is housed in an enclosed space, a cooling solution would be required.
- Fixed hardware.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound to achieve optimum acoustic performance.
- Clock.

Figure 5.60 Axonometric 3D Visual — Illustrative



Room Data Sheets

Hearing Room - Standard Custodial Hearing Type 1

Requirements

The impact of technology on site lines is of highest importance and must be considered at point of design.

Consideration should be given to the judicial bench and security barrier being demountable to facilitate changing the layout of the room. Where flexibility of layout in hearing rooms is required, consideration must also be given to flexibility of wiring and cabling.

1. Rear panels with crest to rear wall.
2. The optimum ceiling height for this room type is 3.25m (measured from top of floor to underside of ceiling) and is required to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines.
3. Raised dais (450 mm and to a height to ensure the Judge/panel whilst in his/her seat(s) have clear sight lines of all parts of the room). Allow for ramp access where space permits. Ensure dais does not create a trip hazard. USB and power charging integrated into the dais.
4. Three-member judicial bench to incorporate microphones, PC screens and two-finger panic alarms. All power and data to be mounted on bench top for access to accommodate DSE compliant workstations and equipment.
5. Two-finger panic alarm (requiring the user to press these simultaneously, to avoid activating the alarm in error) located on the underside of the judicial bench/desk and clerks/usher/legal advisors' desk, where it can be easily pressed whilst the Judge or staff member is seated.
6. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
7. There should be a minimum distance between the back edge of the witness box (i.e., where the witness sits or stands) and the leading edge of the judicial bench, which must be at least 1.5 metres.
8. 1.5 metres should be allowed behind the judicial bench in each hearing room for safe access/egress.
9. Security Barriers should be:
 - a. Of a construction that it complements the formality/professional feel of the hearing room.
 - b. Wall to wall, not easily got around or moved and not able to be dived or hurdled over, to a minimum height of at least 90-100 cm.
 - c. Of sturdy construction and assured it has been tested to a standard whereby it will not collapse or move if physically assaulted. A wicket gate must be installed at the opposite end of the barrier from the judicial entrance and fitted with self-closing "beggar latch".
10. Witness box to allow for witnesses to stand or sit and be accessible to users in wheelchairs, with the option to screen off from other parties, allow for microphone and viewing of PC screens. Where a large witness box is required, furniture offsets and sight lines must be maintained.
11. Wall or ceiling mounted, retractable witness privacy screen. Screen must fully shield witness from the defendant dock and public gallery.
12. Clerk's/ushers desk with power and data and to accommodate PC/screens. Task seating to be fully adjustable. DSE compliant workstations and equipment.
13. Fixed public seating is located at the back of the hearing room.
14. Media seating to the side of hearing room, potential to link seating depending on risk level.
15. Advocates' benches with power and data, allow for PC screens and microphones. DSE compliant workstations and equipment, with sufficient space between benches to allow for chairs to be pushed back to address the hearing room. Provide flexible laptop rests.
16. Dock located to rear of room in line with the judicial bench, allow for power and data for PC screens and microphones. The dock should have secure access from/to the custody suite and access to the well of the hearing room.

Room Data Sheets

Hearing Room - Standard Custodial Hearing Type 1

4 Door Access Configuration

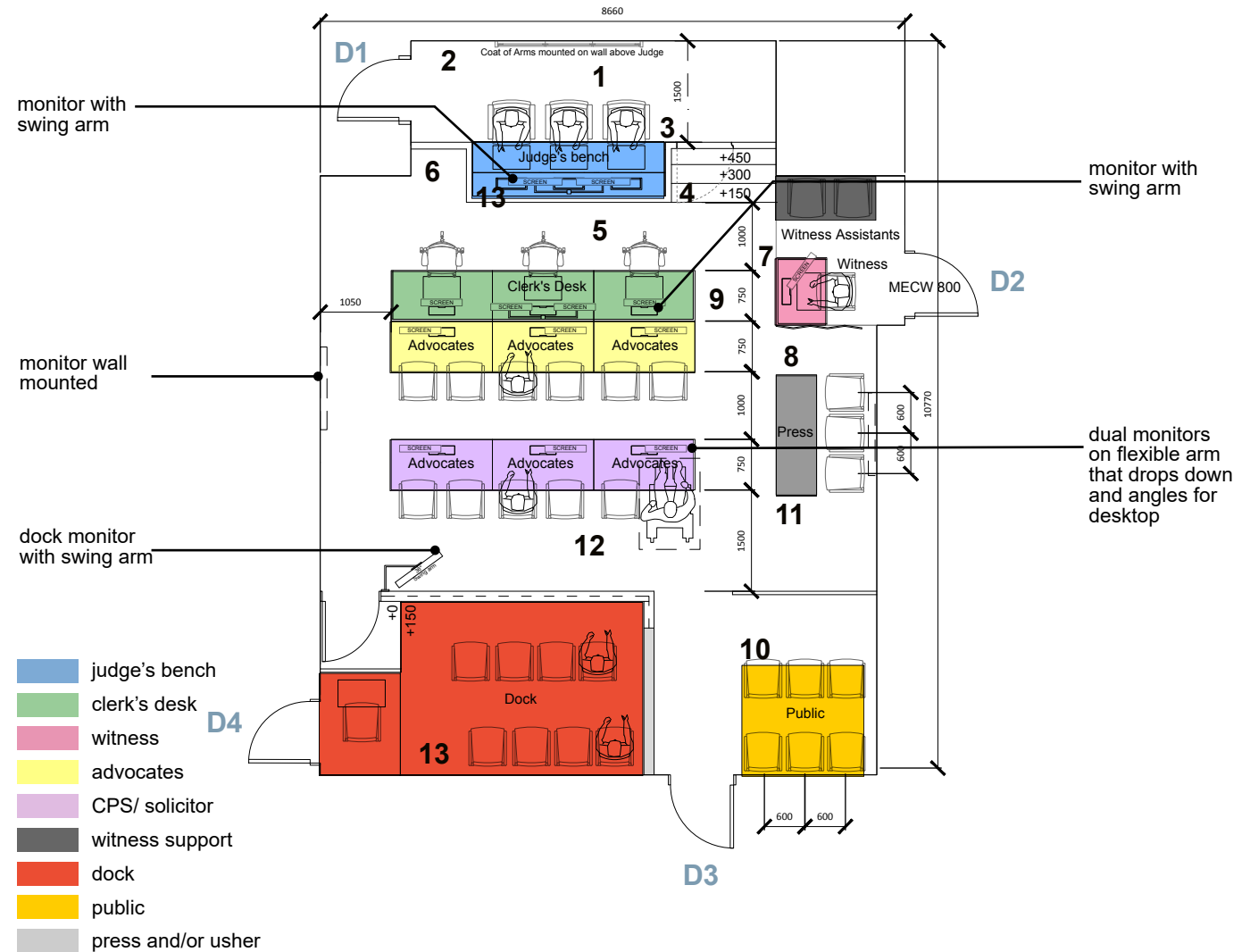
D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer 'spy holes' from secure side of door.

D2. Witness entrance door from vulnerable witness room or secure route.

D3. Access control for public entrance. Consider digital/shielded keypad or key lock. (All doors must be lockable.)

D4. Direct access for dock from secure route to holding area. Door from dock is a Home Office door.

Figure 5.61 Key Adjacency Diagram



Room Data Sheets

Hearing Room Refurbishment - Standard Custodial Hearing Type 1

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights, dais heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing; this requires careful consideration of the existing and proposed placement of columns, as well as the configuration for seating and monitors. Figure 5.62 illustrates a recommended plan layout for a Standard Custodial Hearing Type 1 arranged in a 7.5 metre structural grid. The pillars are represented as blue circles and are **indicative** locations only. The structural grid is represented by dashed blue lines. The layout allows for a 120 degree field of view to be maintained from the judiciary to all parties. Figure 5.63 illustrates the sight lines in section for a hearing room with a 3.0m ceiling height.

The sight lines are a design constraint which must be met as a minimum requirement. The pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Ceiling heights

The optimum ceiling height of 3.25 metres (measured from top of floor to underside of ceiling) is also the minimum ceiling height requirement. When faced with a ceiling height of less than 3.25 metres, a room should not be used for a Standard Custodial Type 1 Hearing Room.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches, barriers, dais, desks and witness boxes. Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.62 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details.

The main criteria for furniture offsets is summarised as follows:

- 1500mm offset from wall to the Judge's bench
- 1000mm offset from the front of the Judge's barrier to the Clerk's desk
- 1000mm offset from the front of the Clerk's desk to the front of the Advocate's desk
- Subsequent desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- The minimum walkway distance either side of the Advocate's desk is 900mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.
- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity, and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation, or complete redesign of building services infrastructure.

Room Data Sheets

Hearing Room Refurbishment - Standard Custodial Hearing Type 1

Figure 5.62 Indicative Pillar Locations

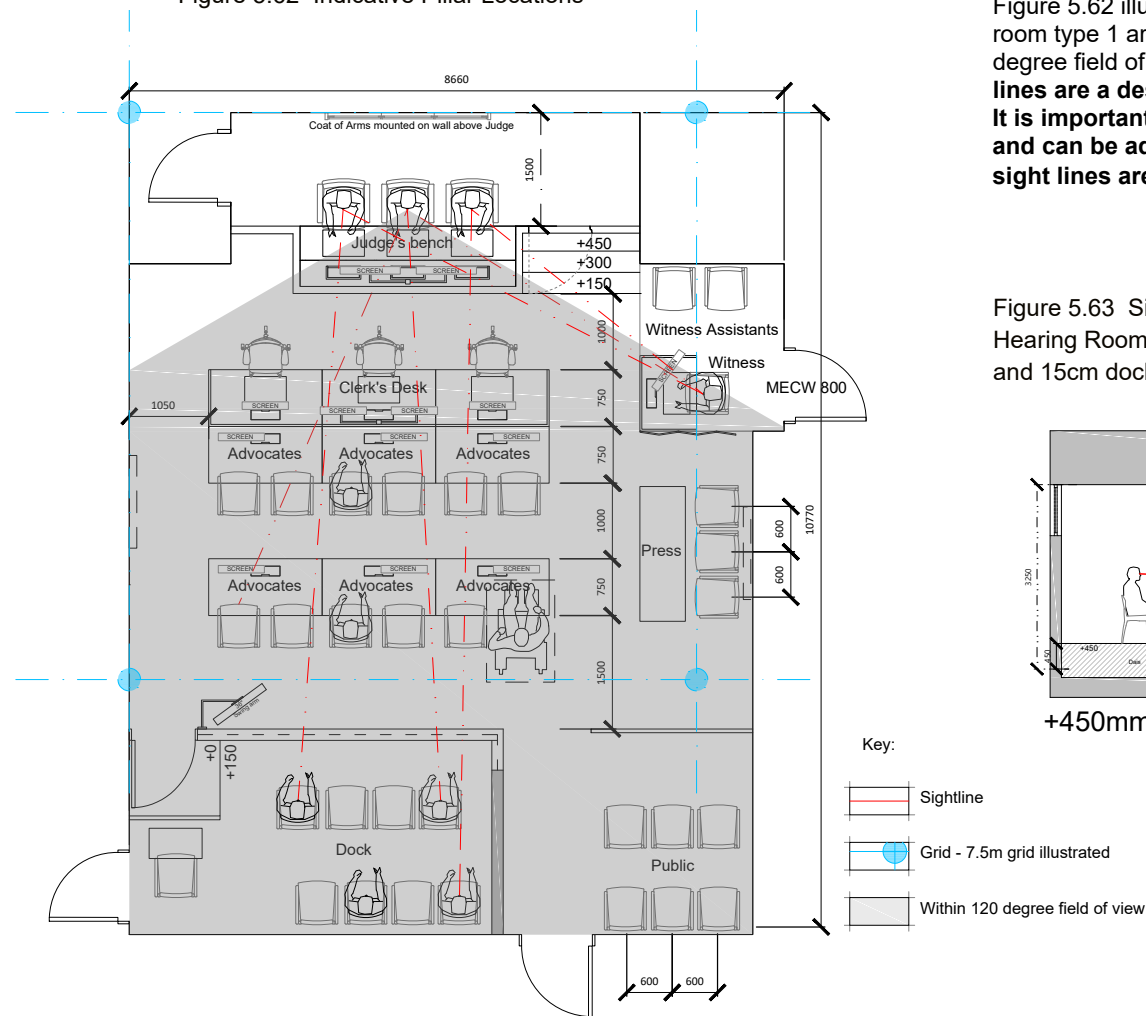
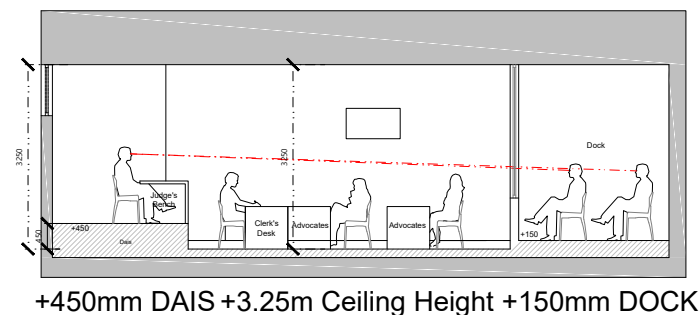


Figure 5.62 illustrates a recommended plan layout for a standard custodial hearing room type 1 arranged in a 7.5 metre structural grid. The layout allows for a 120 degree field of view to be maintained from the judiciary to all parties. **The sight lines are a design constraint which must be met as a minimum requirement.** It is important to note that the pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Figure 5.63 Sightlines between judge and dock for a Standard Custodial Hearing Room Type 1 with a minimum ceiling height of 3.25m, 45cm dais and 15cm dock.



Room Data Sheets

Hearing Room — Standard Type 2

Primary Function

Standard hearing room to hold hearings which do not require a dock or jury but may require a witness box. The room will have 3 entrances — one for the judiciary, one for the vulnerable witnesses and one for the rest of the parties. Sight lines should be key to the layout.

Security Requirements

Judiciary should enter and exit the hearing room from a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/court associates/ushers.

Size

Optimum: 50-75m²

Additional 4m² for sound lobby, if required.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Desktop to integrate power and data (including USB charging points).
- Adequate power points.
- Hearing enhancement systems and microphones.
- Recording equipment.
- Telephone and video conferencing.
- Microphones and screens (on optional adjustable brackets) for the judiciary, legal advisors, court associates, advocates, and witnesses.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- Raised dais and judicial bench.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes. Sound lobbies may need to be considered depending on adjacencies to other space. If provided, a minimum area of 4m² is required.
- Public doors to the hearing rooms to have vision panels.
- Judicial barrier to have a gate to allow HMCTS staff to access the hearing room through the judicial entrance.
- Flexible partition screen to screen the witness box or parties within the hearing room; screen can be folded against the wall when not in use.
- Flexible partition to separate judicial bench when not required for type of hearing to allow greater flexibility for use of room.

- Seating provided for the press and the public at the back of the court.
- Seating for legal advisors/clerks/court associates/ushers in front of the bench. Desk to be of sufficient size and depth to accommodate IT requirements and papers.
- Seating in the well of the hearing room for legal professionals, advocates, support services.
- Seating for interpreters and intermediaries next to the parties or witness.
- All other seating/desks to be of neutral colour.
- DSE compliant chairs must be provided for all members of the judiciary, and for HMCTS staff who use DSE equipment.
- DSE compliant chairs must be provided within the well of hearing rooms for legal professionals and any other users of DSE equipment.
- Seating for non-users of DSE equipment within the well of hearing rooms will be conference type chairs of minimum chair weight of 15kg.
- Seating members of the press will be conference type chairs of minimum chair weight of 15kg.
- Judicial bench, witness box and clerk's desk to have a timber appearance and be of sufficient size and depth to accommodate IT requirements and papers.
- All monitors to be located in a position and height that does not interrupt sight lines.
- ICT hardware. This could be placed in a cupboard within the base of the judicial bench, accessible from the well of the hearing room. If the ICT hardware is housed in an enclosed space, a cooling solution would be required.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound to achieve optimum acoustic performance.
- Clock.

Room Data Sheets

Hearing Room - Standard Type 2

Figure 5.64 Internal 3D Visual — Illustrative



Figure 5.65 Axonometric 3D Visual — Illustrative



Room Data Sheets

Hearing Room - Standard Type 2

Requirements

The impact of technology on site lines is of highest importance and must be considered at point of design.

Consideration should be given to the judicial bench and security barrier being demountable to facilitate changing the layout of the room. Where flexibility of layout in hearing rooms is required, consideration must also be given to flexibility of wiring and cabling.

1. Rear panels with crest to rear wall.
2. The optimum ceiling height for this room type is 3.00 metres (measured from top of floor to underside of ceiling), and is provided to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines.
3. Raised dais (450 mm and to a height to ensure the judge/panel whilst in his/her seat/s have clear sight lines of all parts of the room). Allow for ramp access where space permits. Ensure dais does not create a trip hazard.
4. Three-member judicial bench to incorporate microphones, PC screens and two-finger panic alarm. All power and data to be mounted on bench top for access to accommodate DSE compliant workstations and equipment.
5. Two-finger panic alarm (requiring the user to press these simultaneously, to avoid activating the alarm in error) located on the underside of the judicial bench/desk and clerks/usher/legal advisors' desk, where it can be easily pressed whilst the Judge or staff member is seated.
6. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
7. There should be a minimum distance between the back edge of the witness box (i.e. where the witness sits or stands) and the leading edge of the judicial bench, which must be at least 1.5 metres.
8. A distance of 1.5 metres should be allowed behind the judicial bench in each hearing room for safe access/egress.
9. Security Barriers should be:
 - a. Of a construction that it complements the formality/professional feel of the hearing room.
 - b. Wall to wall, not easily got around or moved and not able to be dived or hurdled over, to a minimum height of at least 90-100 cm.
 - c. Of sturdy construction and assured it has been tested to a standard whereby it will not collapse or move if physically assaulted.
A wicket gate must be installed at the opposite end of the barrier from the judicial entrance and fitted with self-closing "beggars latch".
10. Witness box to allow for witnesses to stand or sit and be accessible to users in wheelchairs, with the option to screen off from other parties, allow for microphone and viewing of PC screens. Where a large witness box is required, furniture offsets and sight lines must be maintained.
11. Clerk's/ushers desk with power and data and to accommodate for PC/screens. Task seating to be fully adjustable. DSE compliant workstations and equipment.
12. Fixed public seating to rear/opposite judicial bench.
13. Media seating, potential to link seating depending on risk level.
14. Advocates' benches with power and data, allow for PC screens and microphones. DSE compliant workstations and equipment, with sufficient space between benches to allow for chairs to be pushed back to address the hearing room. Provide flexible laptop rests.
15. Freestanding retractable witness privacy screen. Screen must fully shield witness from other parties as required.

Room Data Sheets

Hearing Room - Standard Type 2

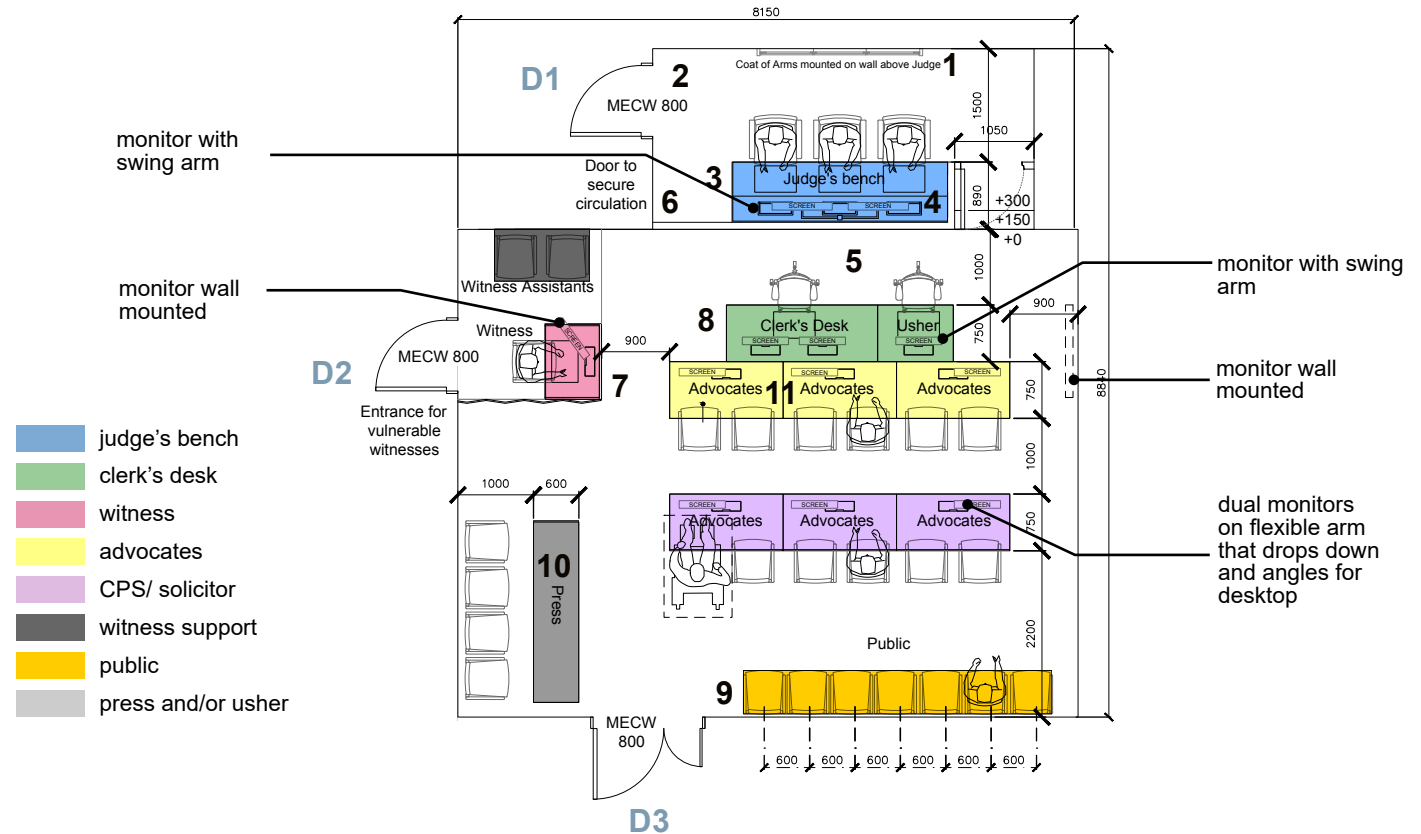
3 Door Access Configuration

D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer "spy holes" from secure side of door.

D2. Witness entrance door from vulnerable witness room or secure route.

D3. Access control for public entrance.
Consider digital/shielded keypad or key lock.

Figure 5.66 Key Adjacency Diagram



Room Data Sheets

Hearing Room Refurbishment - Standard Type 2

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights, dais heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing; this requires careful consideration of the existing and proposed placement of columns, as well as the configuration for seating and monitors. Figure 5.67 illustrates a recommended plan layout for a Standard Hearing Type 2 arranged in a 7.5 metre structural grid. The pillars are represented as blue circles and are **indicative** locations only. The structural grid is represented by dashed blue lines. The layout allows for a 120 degree field of view to be maintained from the judiciary to all parties. Figure 5.68 illustrates the sight lines in section for a hearing room with a minimum ceiling height of 2.7m.

The sight lines are a design constraint which must be met as a minimum requirement. The pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Ceiling heights

A ceiling height of 3.00 metres (measured from top of floor to underside of ceiling) is the optimum ceiling height requirement, and is provided to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines. The minimum ceiling height for this room type is 2.70 metres. Where faced with a ceiling height that is less than 3.00 metres, designers must investigate whether there is a void area above the false ceiling and if so consideration should be given to opening this up to increase the ceiling height to as close to the optimum height of 3.00 metres as possible. If it is not possible to open up the entire ceiling void, designers should consider whether channelling services through bulkheads would allow part of the void to be opened up to allow for an increase in ceiling height to part of the room. When faced with a ceiling height of less than 2.70 metres, then a room should not be used for a Standard Hearing Room Type 2.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches, barriers, dais, desks and witness boxes. Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.67 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details.

The main criteria for furniture offsets is summarised as follows:

- 1500mm offset from wall to the Judge's bench
- 1000mm offset from the front of the Judge's barrier to the Clerk's desk
- 1000mm offset from the front of the Clerk's desk to the front of the Advocate's desk
- Subsequent desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- The minimum walkway distance either side of the Advocate's desk is 900mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.

Room Data Sheets

Hearing Room Refurbishment - Standard Type 2 (50sqm)

Figure 5.67 Sight lines and field of view

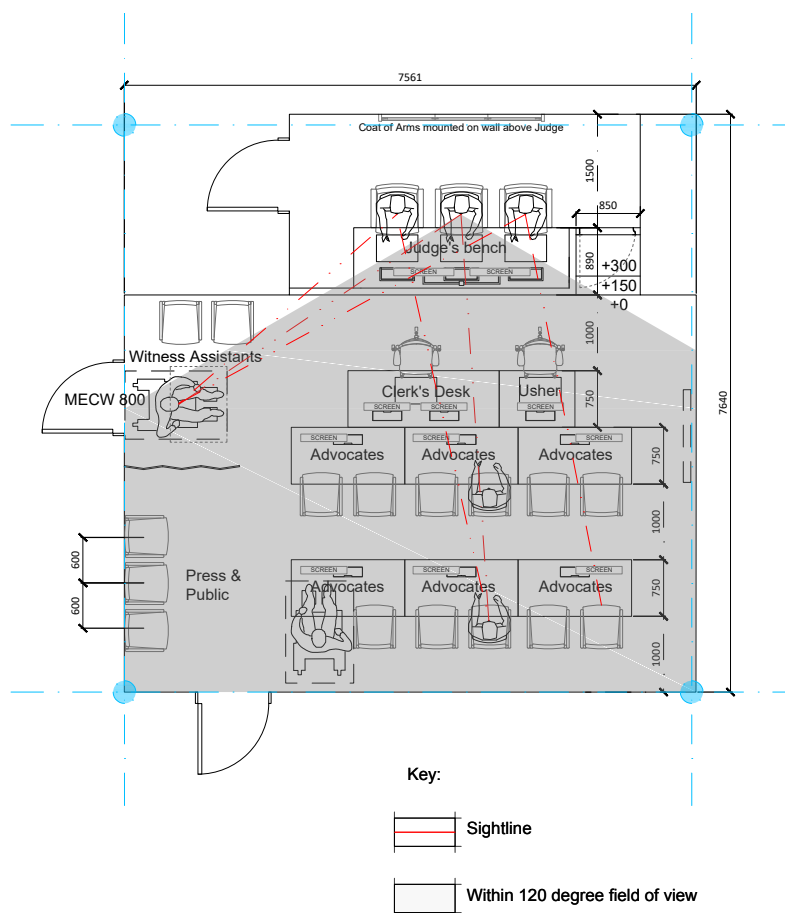
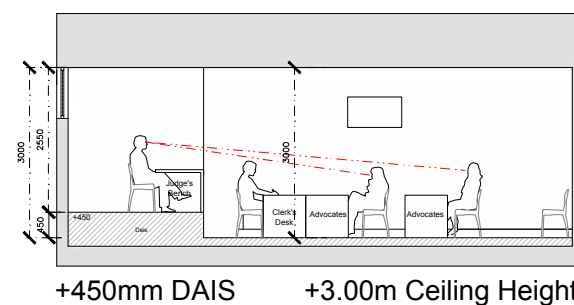


Figure 5.68 Sightlines for a standard custodial hearing room type 2 with an optimum ceiling height of 3.0m and 450mm dais.



- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation or complete redesign of building services infrastructure.

Room Data Sheets

Hearing Room Refurbishment - Standard Type 2 (65sqm)

Figure 5.69 Sight lines and field of view

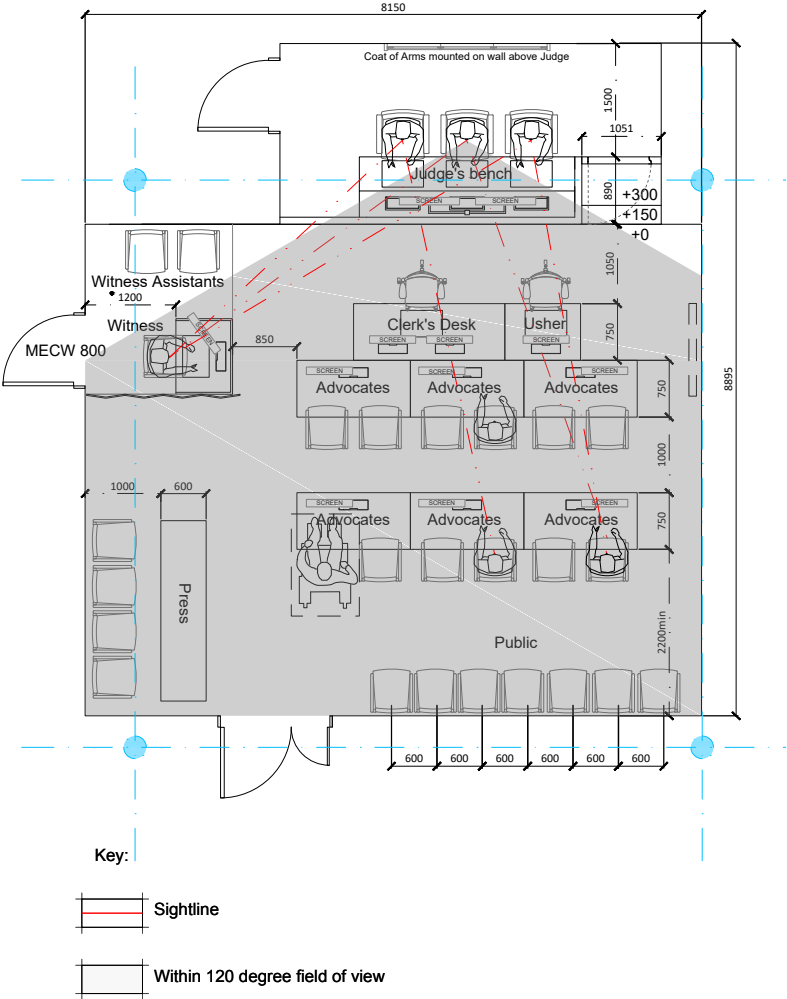
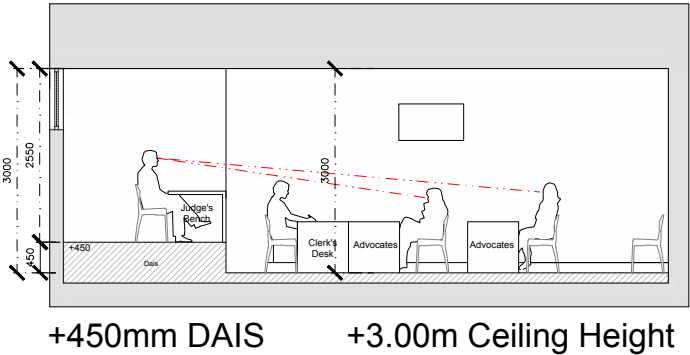


Figure 5.70 Sightlines for a standard custodial hearing room type 2 with an optimum ceiling height of 3.0m and 450mm dais.



Room Data Sheets

Hearing Room — Standard Type 3

Primary Function

Standard hearing room to hold hearings which do not require a dock, jury or witness box in a more informal space. The room will have 2 entrances — one for the judiciary and one for the rest of the parties. Sight lines should be key to the layout.

The room may be appropriate to some lower risk tribunal jurisdictions, particularly SSCS/SEND". Subject to flexibility/multi-jurisdictional use

Security Requirements

Judiciary should enter and exit the hearing room from a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/ushers.

Size

Optimum: 50-75m²

Additional 4m² for sound lobby, if required.

Architectural Finishes

Wall	Durable eggshell paint finish. Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements. Cabling arrangements must allow for reconfiguration of the room to enable higher risk hearings to be accommodated.

Technology Requirements

- Wireless Internet.
- Desktop to integrate power and data (including USB charging).
- Adequate power points.
- Hearing enhancement systems and microphones.
- Recording equipment.
- Telephone and video conferencing.
- Microphones and screens (on optional adjustable brackets) for the judiciary, legal advisors, advocates, witnesses and the prosecution.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes. Sound lobbies may need to be considered depending on adjacencies to other space. If provided, a minimum area of 4m² is required.
- Public doors to the hearing rooms will have vision panels.
- Judicial bench not to be raised and to seat 3 making it appropriate for tribunal hearings with an informal layout.
- Seating provision for judiciary, parties, legal advisors/clerks/ushers, legal professionals, support services, advocates.
- Seating for interpreters and intermediaries to sit next to the parties or witness.
- Seating provided for the press and the public at the back of the hearing room.
- All seating/desks to be of neutral colour.
- DSE compliant chairs must be provided for all members of the judiciary, and for HMCTS staff who use DSE equipment.
- DSE compliant chairs must be provided within the well of hearing rooms for legal professionals and any other users of DSE equipment.
- Seating for non-users of DSE equipment within the well of hearing rooms will be conference type chairs of minimum chair weight of 15kg.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound to achieve optimum acoustic performance.
- Clock.

Room Data Sheets

Hearing Room - Standard Type 3

Figure 5.71 Internal 3D Visual — Illustrative



Figure 5.72 Axonometric 3D Visual — Illustrative



Room Data Sheets

Hearing Room - Standard Type 3

Requirements

The impact of technology on site lines is of highest importance and must be considered at point of design.

1. Rear panels with crest to rear wall. Crest to be demountable.
2. The optimum ceiling height for this room type is 3.00 metres (measured from top of floor to underside of ceiling), and is provided to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines.
3. (Movable) tables with power and data, allow for PC screens and microphones where required. Tables to be in a horseshoe arrangement for less formal hearings/discussions.
4. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
5. A distance of 1.5 metres should be allowed behind the judicial bench in each hearing room for safe access/egress.
6. Public seating to rear of the hearing room, facing the judicial bench, potential to link seating depending on risk level.
7. Panic alarm located on the underside of the judicial bench/desk, where it can be easily pressed whilst the Judge is seated.

2 Door Access Configuration

D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer "spy holes" from secure side of door.

D2. Access control for public entrance. Consider shielded keypad or key lock

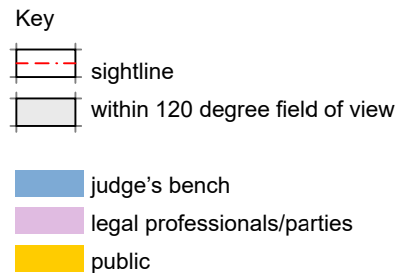
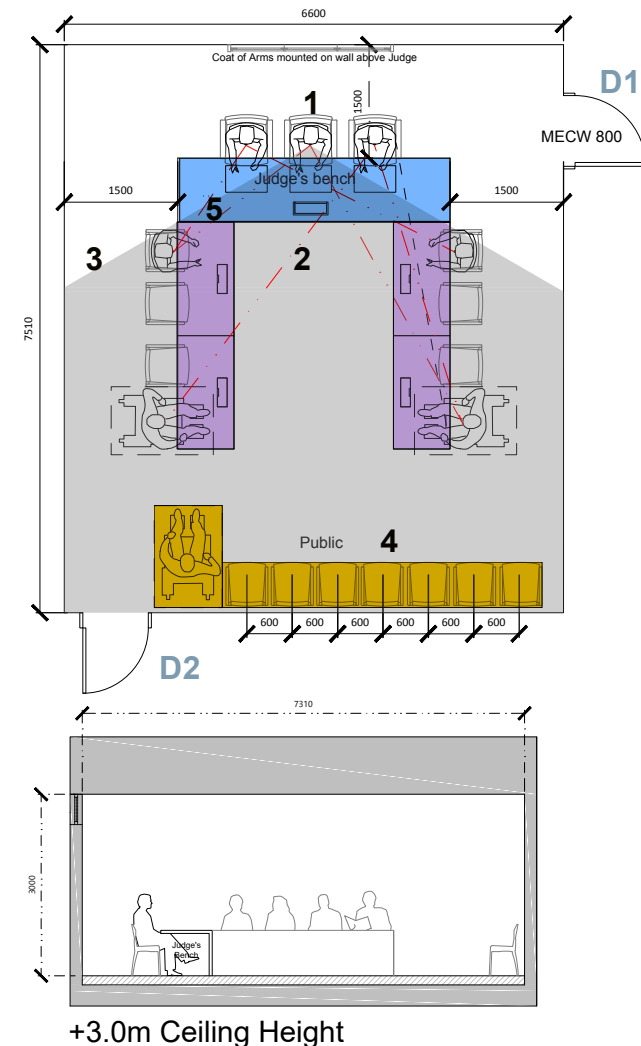


Figure 5.73 Key Adjacency Diagram



Room Data Sheets

Hearing Room Refurbishment - Standard Type 3

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing; this requires careful consideration of the existing and proposed placement of columns, as well as the configuration for seating and monitors. Figure 5.73 illustrates a recommended plan layout for a Standard Hearing Type 3. The layout allows for a 120-degree field of view to be maintained from the judiciary to all parties. The accompanying section diagram shows a Standard Type 3 hearing room with a ceiling height of 3.0 metres.

The sight lines are a design constraint which must be met as a minimum requirement, however the pillar locations illustrated are indicative only and can be adjusted to accommodate different buildings provided that the sight lines are maintained.

Ceiling heights

A ceiling height of 3.00 metres (measured from top of floor to underside of ceiling) is the optimum ceiling height requirement and is provided to support a hearing room design that reflects the presence and importance of justice and enables critical dimensions and sight lines. The minimum ceiling height for this room type is 2.70 metres. Where faced with a ceiling height that is less than 3.00 metres, designers must investigate whether there is a void area above the false ceiling and if so consideration should be given to opening this up to increase the ceiling height to as close to the optimum height of 3.00 metres as possible. If it is not possible to open up the entire ceiling void, designers should consider whether channelling services through bulkheads would allow part of the void to be opened up to allow for an increase in ceiling height to part of the room. When faced with a ceiling height of less than 2.70 metres, then a room should not be used for a Standard Hearing Room Type 3.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches and desks.

Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.73 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details. The main criteria for furniture offsets is summarised as follows:

- 1500mm offset from wall to the Judge's bench
- Desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.
- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation or complete redesign of building services infrastructure.

Room Data Sheets

Standard Hearing Room – half size

Primary Function

Standard hearing room in a half-sized room to allow hearings where fewer parties are attending. The layout can be flexed between type 2 or 3 of the full sized layout, depending upon the need. The room will have 2 entrances — one for the judiciary and one for the rest of the parties. Sight lines should be key to the layout.

Security Requirements

Judiciary should enter and exit the hearing room from a secure/managed corridor.

Two finger panic alarms (requiring the user to press these simultaneously to avoid activating the alarm in error) for judiciary/legal advisors/clerks/ushers.

Size

Optimum: 35m²

Additional 4m² for sound lobby, if required.

Architectural Finishes

Wall Durable eggshell paint finish.

Acoustic wall panels required.

Floor Heavy duty carpet tiles.

Ceiling Central hung ceiling baffles/tiles with plasterboard perimeter.

Skirting Painted MDF/Hardwood.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. All doors to be lockable. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Technology requirements are to accommodate the differing multi-jurisdictional hearing room layout. Please refer back to standard type 2 and 3 data sheets.
- The specification for amplification and other hearing room equipment will need to be considered at the time of detailed design.

Design Considerations

- Accessibility requirements.
- The impact of technology on sight lines is of highest importance and must be considered a point of design.
- Raised dais and judicial bench.
- Design considerations to differ depending upon the layout. Please refer back to the standard type 2 and 3 data sheets.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes. Sound lobbies may need to be considered depending on adjacencies to other space.. If provided, a minimum area of 4m² is required.
- In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres.
- A distance of 1.5 m should be allowed behind the judicial bench in each hearing room for safe access/egress.
- Clear and visible signage for hearing enhancement systems.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/ amplify sound to achieve optimum acoustic performance.
- Clock.

Room Data Sheets

Standard Hearing Room - Half Size

Figure 5.74 Internal 3D Visual — Illustrative



Figure 5.76 Internal 3D Visual — Illustrative



Figure 5.75 Axonometric 3D Visual — Illustrative



Figure 5.77 Axonometric 3D Visual — Illustrative



Room Data Sheets

Standard Hearing Room - Half Size

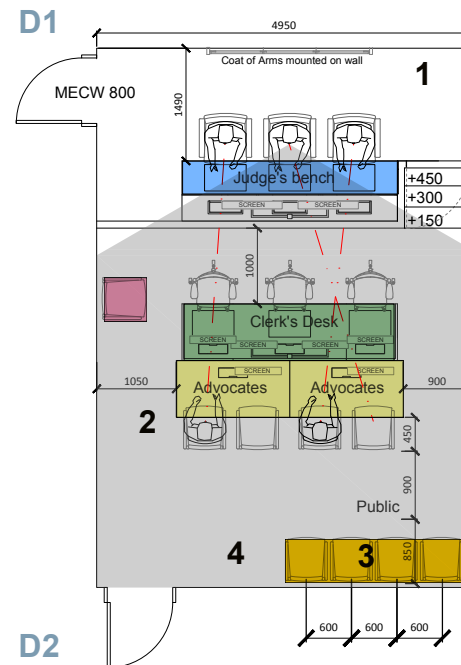
Requirements

The impact of technology on site lines is of highest importance and must be considered at point of design.

Consideration should be given to the judicial bench, security barrier and dais being demountable to facilitate changing the layout of the room. Where flexibility of layout in hearing rooms is required, consideration must also be given to flexibility of wiring and cabling.

1. Rear panels with crest to rear wall.
2. The optimum ceiling height for this room type is 3.00 metres (measured from top of floor to underside of ceiling) and is provided to support a hearing room design that reflects the presence and importance of justice, and enables critical dimensions and sight lines.
3. Raised dais for formal layout (450 mm and to a height to ensure the judge/panel whilst in his/her seat/s have clear sight lines of all parts of the room). Allow for ramp access where space permits. Ensure dais does not create a trip hazard.
4. (Movable) tables with power and data, allow for PC screens and microphones where required.
5. In line with security standards, there should be a minimum distance between the back edge of the first row of advocates' desks (i.e. the edge where the advocates' seats are) and the leading edge of the judicial bench, which must be at least 1.5 metres. Similarly, the distance between parties should be at least 1.5 metres. A distance of 1500 mm should be allowed behind the judicial bench in each hearing room for safe access/egress.
6. Public seating to rear of the hearing room, facing the judiciary, potential to link seating depending on risk level.
7. Panic alarm located on the underside of the judicial bench/desk, where it can be easily pressed whilst the Judge is seated.

Figure 5.78 Key Adjacency Diagram - Formal Layout



5 Door Access Configuration

D1. Judicial access door from secure corridor with mortise deadlock and thumb turn from secure side of door. Allow for optical viewer "spy holes" from secure side of door.

D2. Access control for public entrance. Consider shielded keypad or key lock.

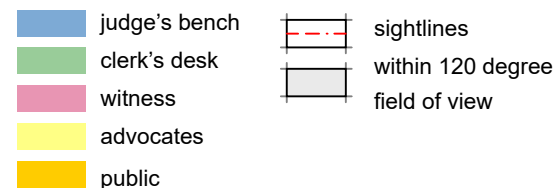
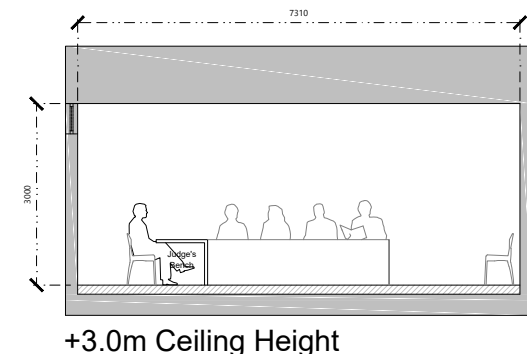


Figure 5.79 Key Adjacency Diagram - Informal Layout

Figure 5.80 Half Size hearing room with a 3.0 minimum ceiling height



Room Data Sheets

Hearing Room Refurbishment - Standard Hearing Room Half Size

Minimum requirements for refurbishment

The design and arrangement of hearing rooms is driven by sight lines and critical dimensions for ceiling heights and furniture offsets.

Sight lines

Clear and unrestricted sight lines must be maintained for all parties attending the hearing, this requires careful consideration of the configuration for seating. Figure 5.78 and Figure 5.79 illustrates a recommended plan layout for a Standard Hearing Room Half Size for both an formal and informal layout. The layout allows for a 120-degree field of view to be maintained from the judiciary to all parties. Figure 5.80 illustrates the section for a Half Size hearing room with a minimum ceiling height of 3.0 metres. **The sight lines are a design constraint which must be met as a minimum requirement.**

Ceiling heights

A ceiling height of 3.00 metres (measured from top of floor to underside of ceiling) is the optimum ceiling height requirement and is provided to support a hearing room design that reflects the presence and importance of justice and enables critical dimensions and sight lines. The minimum ceiling height for this room type is 2.70 metres. Where faced with a ceiling height that is less than 3.00 metres, designers must investigate whether there is a void area above the false ceiling and if so consideration should be given to opening this up to increase the ceiling height to as close to the optimum height of 3.00 metres as possible. If it is not possible to open up the entire ceiling void, designers should consider whether channelling services through bulkheads would allow part of the void to be opened up to allow for an increase in ceiling height to part of the room. When faced with a ceiling height of less than 2.70 metres, then a room should not be used for a Standard Hearing Room Half Size.

Critical dimensions - furniture offsets

Minimum offsets for furniture will determine the arrangement of hearing rooms and circulation inside the space. Furniture for hearing rooms include benches, barriers, dais, desks and witness boxes. Furniture must be positioned to allow a vacant space between the desk/chairs of the parties and the judicial bench, and between

parties, of at least 1.5 metres, in line with security requirements, and a distance of 1.5 metres behind the judicial bench for safe access/egress. The critical dimensions illustrated in Figure 5.78 and Figure 5.79 make provisions for standard furniture sizes and circulation routes to ensure accessibility for all users. Refer to the Furniture Specification section for further details.

The main criteria for furniture offsets is summarised as follows:

- 1500mm offset from wall to the Judge's bench
- Desks will be offset by 1000mm
- The last desk must allow a 450mm space for the desk chair and a 950mm walkway, allowing a total space of 1400mm
- If public seating is arranged within the walkway, a 950mm walkway is necessary with an additional 850mm for the seat
- Public seats to be offset 600mm centre to centre
- A minimum walkway of 900mm is required around the periphery of the desks

Refurbishment Considerations

- Conduct pre-refurbishment surveys and user profile assessment of existing hearing room to measure structural conditions, performance levels and user perceptions.
- Identify temporary hearing rooms where hearings can be relocated during refurbishment works.
- Implement phasing of works strategy to allow ongoing use of existing building as required.
- Increase natural light with use of clerestory windows.
- Ensure sufficient artificial lighting to meet required internal luminance levels as set out on the MEP sheet in Appendix A.
- Acoustics survey and testing to meet required standards for sound insulation, indoor ambient noise levels and reverberation times. Key criteria requirements are speech clarity, reverb and sound transmission. Assess acoustical impact of HVAC and Sound AV equipment, material finishes and construction assemblies of perimeter walls, floor, and ceiling slabs.
- Materials finishes and colour scheme to align with interior design strategy to ensure consistency of branding, identity and quality of interior spaces.
- Works to building services to be at an elemental or infrastructure level, consider repairs, partial replacement, upgrade, relocation or complete redesign of building services infrastructure.

Room Data Sheets

Single Justice Service Room

Primary Function

To allow space for two people (one magistrate and one legal adviser).

Size

Optimum: 12m²

Architectural Finishes

Wall Matt paint finish.
Floor Heavy duty carpet tiles.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF/Hardwood.
Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet access.

Design Considerations

- Accessibility requirements.
- Desk with integrated desktop power and data to support dual screens.
- (Optional) bookshelves/shelves.
- Clock.

Figure 5.81 Internal 3D Visual — Illustrative

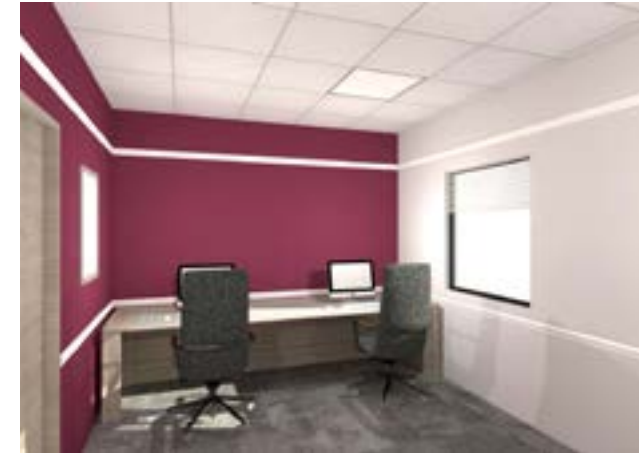
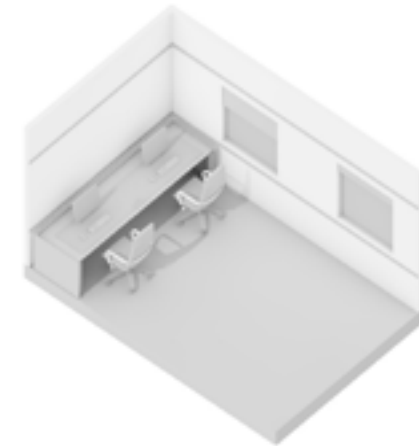


Figure 5.82 Axonometric 3D Visual — Illustrative



Room Data Sheets

SSCS Medical Examination Room

Primary Function

To conduct medical examinations before SSCS Tribunals.

Size

Optimum: 20m²

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Heavy duty carpet tiles/vinyl around sink.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required. Skirting Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.

Design Considerations

- Accessibility requirements.
- Desk with integrated power and data.
- Medical bed with screening curtain.
- Storage facilities for medical equipment.
- Sink and tap with thermostatic mixing valves.
- Soap dispenser, hand dryer, paper towel holder, bin.
- Clock.

Figure 5.83 Internal 3D Visual — Illustrative



Figure 5.84 Axonometric 3D Visual — Illustrative



Judicial Room - Very Large

Primary Function

Private judicial workspace to enable judiciary to hold private conversations including phone/video conferencing, hold meetings of 8 people and complete boxwork.

Size

Optimum: 28m²

Architectural Finishes

Wall	Matt paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required. Lockable door.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Integrated desktop power and data.

Design Considerations

- Accessibility requirements.
- L-shaped desk to be of sufficient size and depth to accommodate IT requirements and papers, with integrated power and data.
- Large layout/meeting table with 8 chairs
- Video conferencing facilities.
- Fixed Hardware
- Notice boards where required.
- (Optional) bookshelves/shelves.
- Hanging space for robes and full-length mirror.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- Judicial rooms should be located close to shared WC.
- Lockable storage.
- Where possible all judicial rooms should have access to natural light.
- Coat stand.
- Clock.

Figure 5.85 Internal 3D Visual — Illustrative



Figure 5.86 Axonometric 3D Visual — Illustrative



Room Data Sheets

Judicial Room - Large

Primary Function

Private judicial workspace to enable users to hold private conversations including phone/video conferencing, hold meetings of up to 6 people and complete boxwork.

Size

Optimum: 22m²

Architectural Finishes

Wall	Matt paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required. Lockable door.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Integrated desktop power and data.

Design Considerations

- Accessibility requirements.
- L-shaped desk to be of sufficient size and depth to accommodate IT requirements and papers, with integrated power and data.
- Meeting table with 4 – 6 chairs
- Video conferencing facilities.
- Fixed Hardware
- Notice boards where required.
- (Optional) bookshelves/shelves.
- Hanging space for robes and full-length mirror.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- Judicial rooms should be located close to shared WC.
- Lockable storage.
- Where possible all judicial rooms should have access to natural light.
- Coat stand.
- Clock.

Figure 5.87 Internal 3D Visual — Illustrative



Figure 5.88 Axonometric 3D Visual — Illustrative



Room Data Sheets

Judicial Room - Standard

Primary Function

A private workspace for the judiciary to work.

Size

Optimum: 15m²

Architectural Finishes

Wall Matt paint finish..
Acoustic wall panels beneficial.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF/Hardwood.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required. Lockable door.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Integrated desktop power and data.

Design Considerations

- Accessibility requirements.
- L-shaped desk to be of sufficient size and depth to accommodate IT requirements and papers, with integrated power and data.
- Meeting table with 2 chairs.
- Video conferencing facilities.
- Fixed Hardware.
- Notice boards where required.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- (Optional) bookshelves/shelves.
- Hanging space for robes and a full-length mirror.
- Judicial rooms should be located close to private shared WC.
- Judicial rooms used by tribunal judges to be located on the same floor as their hearing room.
- Lockable storage.
- Where possible all judicial rooms should have access to natural light.
- Coat stand.
- Clock.

Figure 5.89 Internal 3D Visual — Illustrative



Figure 5.90 Axonometric 3D Visual — Illustrative



Room Data Sheets

Magistrates' Retiring Room

Primary Function

For the Magistrates to retire to rule on the outcome of the case. This room shares the same core features as a standard judicial room but is fitted out differently.

Size

Optimum: 15m²

Architectural Finishes

Wall	Matt paint finish Acoustic wall panels required.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required. Lockable door.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Provision for replaying sound recordings.
- Integrated desktop power and data.

Design Considerations

- Accessibility requirements.
- Desk/table to seat 4 people with integrated power and data.
- Video conferencing facilities.
- Fixed Hardware.
- Notice boards where required.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- (Optional) bookshelves/shelves.
- Magistrates' Retiring rooms should be located on the same floor as their hearing room and close to private shared WC.
- Lockable storage.
- Where possible all judicial rooms should have access to natural light.
- Coat stand.
- Clock.

Figure 5.91 Internal 3D Visual — Illustrative



Figure 5.92 Axonometric 3D Visual — Illustrative



Room Data Sheets

Draft design - Judicial Video Hearing Room

Primary Function

Note that this is a draft design. HMCTS is developing and testing concepts for video hearings and open justice viewing (refer to page 159). Whether this space will be required and how it is used will become clearer as the project progresses.

This holding design provides a Judicial Video Hearing Room designed to enable judiciary to conduct hearings either by video or telephone without physical attendance. The room will be accessed from the secure side of the court and tribunal building and allow space for a maximum of 4 people, for example 3 members of the judiciary and 1 legal advisor, and accommodate a large screen.

Size Optimum: 20m² (tbc)

Note: An 80" standard/ wide screen requires a maximum viewing distance of 3.1m/3.3m.

Architectural Finishes

Wall	Matt paint finish.. Colour consideration important, see design considerations below. Acoustic wall panels required.
Floor	Heavy duty carpet tiles. Dark colours, with acoustic matting to help reduce noise.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels, supplied with privacy film, where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Internet solution likely to be hardwired.
- Provision of power and data, minimum 4 power sockets, with USB charging ports. Provision of floor ports and power under desks to serve microphones.
- LCD screen display.
- Camera mount with microphone cover and cable clamp.
- High quality microphones and housing.
- High resolution speakers.
- PC with enclosure.

Design Considerations

- Accessibility requirements.
- Wall colour is important. Best colours to use are mid tones blues, and warm greys. Designers should avoid very dark or bright colours, use of white and avoid using stripes.
- Mock barrier with lip to shield notes and project the formality of a court or tribunal.
- Feature wall backdrop behind the judiciary to create the look and feel of a court or tribunal. To include a demountable crest if not provided through a technical solution.
- Desk with integrated power and data, to be of sufficient depth to accommodate papers and technology. To be minimum 1000mm depth and 4000mm width for a 3 person panel, and have uninterrupted leg space below.
- Chairs need to be DSE compliant.
- High back chairs to be upholstered to prevent acoustic reverberation & vibration.
- Hearing rooms to have sound separation from adjacent rooms and circulation routes.
- Legal Advisor desk and chair to be positioned so they are visible to participants at other locations, via the camera, and are separate to the judicial bench.
- Wall mounted screen brackets.
- Screen position to be aligned with the centre of the seating position and not the centre of the room.

- Microphones to be fixed to the table in each room using custom microphone housing and carefully positioned.
- Screen protective cover should be provided.
- Privacy film on windows and vision panels.
- Lighting is important and needs to fall onto the face(s) of the judiciary from primarily in front.
- Lighting to be unobtrusive, sympathetic and effective for video hearings. Use of blinds and curtains is not recommended but if used to be vertical pleat curtains or vertical blinds.
- Any windows or glazing to be fixed, obscured and installed at high level to avoid direct line of sight from surrounding areas.
- Door indicator to show when a hearing is in session.
- Ceiling finish and use of acoustic panels to manage reverberation and insulate/amplify sound.
- Room to be adjacent to main area of judicial work activity where possible.
- Clock.

Figure 5.93 Internal 3D Visual — Illustrative



Figure 5.94 Axonometric 3D Visual — Illustrative



Room Data Sheets

Judicial Workstation

Primary Function

A shared judicial workspace for members of the judiciary to work on an ad-hoc basis with shared access to meeting rooms, refreshment facilities and secure storage. As it is not anticipated there will be general need for such a space, the requirement for this room will be informed by a specific, local judicial business case.

Size

Optimum: 5m² / person

Architectural Finishes

Wall Matt paint finish.
Floor Heavy duty carpet tiles.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF/Hardwood.
Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Integrated desktop power and data.
- Telephone.

Design Considerations

- Accessibility requirements.
- 1.5 square metres of storage/personal lockers per person within open plan study area.
- DSE compliant workstations to include desktop power, data and USB connections.
- High quality separation Screens.
- Meeting rooms adjacent with access to video conferencing.
- Notice boards where required.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- Judicial workstation room to be located close to private shared WC.
- DSE compliant seating.
- Where possible all judicial rooms should have access to natural light.
- Coat stand.
- Clock.

Figure 5.95 Internal 3D Visual — Illustrative



Figure 5.96 Axonometric 3D Visual — Illustrative



Room Data Sheets

Judicial Lounge

Primary Function

This space on the private side of the building provides communal facilities for the judiciary and includes an area for the judiciary to prepare and eat food.

Size

Optimum: 2.5m² / person

Architectural Finishes

Wall	Matt paint finish. Glass/tiled splash-back behind tea point.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless Internet.
- Desktop to integrate power and data.

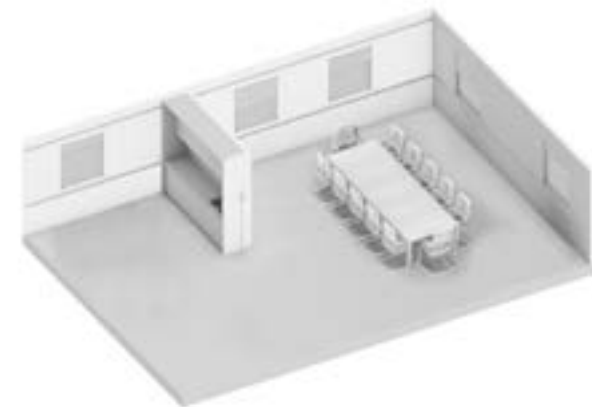
Design Considerations

- Accessibility requirements.
- Meeting/dining table and chairs
- Built in tea point with low level section and knee recess for users with a disability.
- Integrated zip hydro tap, or similar with drip tray.
- Fridge.
- Work surfaces used for small scale food preparation.
- Durable, low maintenance finishes in kitchen/wet areas.
- Notice boards where required.
- Colour determined by wayfinding/floor colour.
- Clock.

Figure 5.97 Internal 3D Visual



Figure 5.98 Axonometric 3D Visual



Room Data Sheets

Private Shared WCs

Primary Function

Gender separate facilities on the private side of the court and tribunal building, to be used by the judiciary and staff.

Size

Optimum: 4m² / cubicle (area stated is per. Cubicle with allowance for circulation and wash hand basin etc)

Architectural Finishes

Wall	Full height wall tiling.
Floor	Slip reducing floor tile/veneer.
Ceiling	600 x 600 Moisture resistant ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	N/A — Wall tiling to meet floor.
Doors	Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Plunge or sensor taps, flush plates and hand dryers.

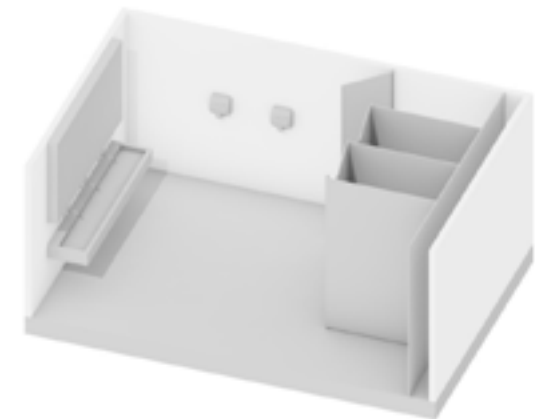
Design Considerations

- Accessibility requirements.
- Quantity of standard WCs, accessible WCs, urinals and wash hand basins subject to user occupancy, Approved Document Part M, and British Standards guidance BS 6465.
- An allowance should be made for accessible toilets on every level.
- Shower and changing facilities for staff and judiciary must be provided.
- Concealed IPS (Integrated Plumbing System) panelling system with wall hung sanitary ware.
- Private areas to receive High Pressure Laminate (HPL) with veneer finish to cubicle and panelling systems.
- Where wall tiles meet floor tiles/veneer, curved tile/veneer to be used to aid cleaning.
- Soap dispensers.
- Colour determined by wayfinding.

Figure 5.99 Internal 3D Visual — Illustrative



Figure 5.100 Axonometric 3D Visual — Illustrative



Room Data Sheets

Jury Assembly Room

Primary Function

Area for jurors to assemble for induction and to use as a common room between hearings. As a minimum, facilities should be available to enable jurors to access a broad selection of good quality hot and cold drinks.

Size

Optimum: 1.5m² / person (caters for differing furniture layouts)

Architectural Finishes

Wall	Durable eggshell paint finish. Glass/tiled splash-back behind tea point.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- USB charging.
- Wireless Internet.
- TV.
- Desk top power.
- Access to private juror-only toilets.

Design Considerations

- Accessibility requirements.
- Potential to separate the room to segregate the old and new jurors.
- Self-service hot/cold vending area and refreshment bay with fridge.
- Where decision is taken to offer a wider catering provision, space and M&E requirements will be bespoke but architecture and design considerations to be consistent with look and feel and wayfinding strategy.
- Jury reception point for HMCTS staff.
- Flexible and soft seating provision.
- Cafe style breakout furniture to support vending facilities.
- Durable, low maintenance finishes.
- The provision of a small number of workstations and office chairs.
- Access to separate WCs dedicated for the jurors, allow for accessible provision.
- Colour determined by wayfinding/level colour.
- Lockers to receive High Pressure Laminate (HPL) with veneer/laminate finish to doors.
- Clock.

Figure 5.101 Internal 3D Visual — Illustrative



Figure 5.102 Axonometric 3D Visual — Illustrative



Room Data Sheets

Jury Retiring Room

Primary Function

Private retiring room for the jury to deliberate on hearings.

Size

Optimum: 20m²

Additional 4m² required for WC.

Lobby size to comply with accessibility requirements, Approved Document M. A minimum 3sqm is required for standard single leaf door access, 1230mm(W) x 2500mm(L).

Architectural Finishes

Wall	Matt paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Desk mounted power and data.
- Intercom to call the jury bailiff.

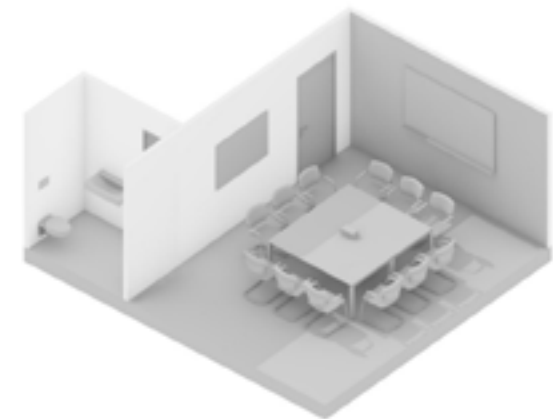
Design Considerations

- Accessibility requirements.
- 12 stackable chairs with sled base to make rooms easily configurable.
- Accessible ensuite WC, minimum 4m², accessed through lobby.
- Furniture finished in fabric finish.
- Tables with integrated power and data for use with projector.
- Acoustic wall panels for enhanced sound performance.
- Notice/white boards where required.
- Colour determined by wayfinding.
- The retiring room must be in full view of Jury Bailiff Room on the private side of the court building.
- Fridge and light refreshment making facilities can be provided if required.
- Potential for room to be used as meeting/interview room when not in use by jury — dependent on room location and adjacencies.
- Projector with screen for presenting information and integrated 'live link' facilities for conference meetings.
- Clock.

Figure 5.103 Internal 3D Visual — Illustrative



Figure 5.104 Axonometric 3D Visual — Illustrative



Room Data Sheets

Jury Waiting Room/Area

Primary Function

An area for jurors to wait outside a formal secure hearing room - with jury, for short periods of time.

Size

Optimum: 15m²

Architectural Finishes

Wall Durable eggshell paint finish.
Floor Heavy duty carpet tiles. Dark colours.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF/Hardwood.
Doors Heavy duty solid core doors with laminate or veneer finish. Vision panels with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

Not applicable.

Design Considerations

- Accessibility requirements.
- Provide fixed seating for up to 12 people.
- To be located close to a WC.
- Consider whether one area can be shared between more than one formal secure hearing room with jury.
- Consider installing fixed seating in an access area rather than creating a separate room.
- Colour determined by the wayfinding scheme.

Figure 5.105 Internal 3D Visual — Illustrative



Figure 5.106 Axonometric 3D Visual — Illustrative



Room Data Sheets

HMCTS Workplace

Primary Function

Work space in court and tribunal buildings for HMCTS staff and volunteers.

Size

Optimum: 8m² / person (based on net internal area divided by the number of FTE equivalents).

Architectural Finishes

Wall	Durable eggshell paint finish.
Floor	Heavy duty carpet tile/vinyl for kitchen or wet areas Raised access floors with floor boxes, where possible
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF skirtings
Doors	Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet.
- Integrated desktop power and data.
- Screens.

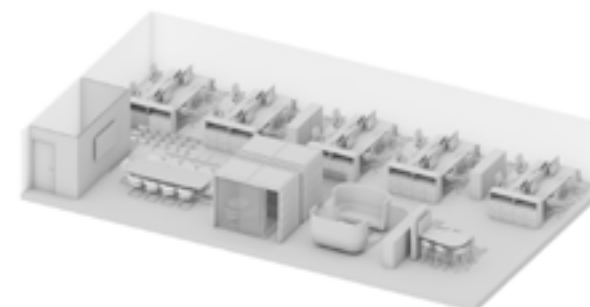
Design Considerations

- Accessibility requirements.
- DSE compliant workstations, desks, and office chairs.
- Furniture should be functional, mobile with the capability of reconfiguration.
- Account should be taken of the Office of Government Property's guidelines on space provision and utilisation.
- Use of modular and movable meeting pods which can readily integrate technology such as monitors or video conferencing. Pods can offer a flexible solution to meeting space within existing work environments and open plan settings.
- Touch down space for staff who may only sit at a desk for a few hours a day/visiting staff from other offices.
-
- Furniture to include multi-device storage and charging lockers for electronic equipment (e.g., laptops, tablets, mobile phones). Refer to Furniture Specification for further details.
- Breakout areas / staff room with softer seating adjacent coffee/tea making facilities and a fridge.
- Reprographics area is needed for reprographic services to contain fixed hardware, as well as paper waste and supply management.
- Integrated full height lockable storage units fixed back to internal partitioning. Storage fronts to have write-on/magnetic wall capabilities.
- File storage.
- All workstations, desks and office chairs are DSE compliant.
- Lockers.
- Clock.

Figure 5.107 Internal 3D Visual — Illustrative



Figure 5.108 Axonometric 3D Visual — Illustrative



Room Data Sheets

Tea Point

Primary Function

Generic tea point facility for use by HMCTS staff, agency staff, judiciary and as specified by local users. The necessity for and extent of tea point facilities will differ depending upon the specific court and tribunal building location.

Size

Optimum: 5m²

Architectural Finishes

Wall	Durable eggshell paint finish. Glazed ceramic tiles splashback to sink.
Floor	Heavy duty non slip vinyl for kitchen or wet areas. Raised access floors with floor boxes where possible.
Ceiling	600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting	Painted MDF skirtings.
Doors	If applicable, heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Twin socket outlet over worktop.
- Low level socket outlet for fridge.

Design Considerations

- Accessibility requirements.
- Preferably located within an alcove in an open plan environment. Alternatively, located in coded/semi secure shared rooms.
- Furniture to include worktop, drinking water tap, stainless steel single drainer sink top on base unit, storage cabinets, fridge and free standing waste bins.
- Instant boiling water tap to make hot drinks.
- Soap dispenser, hand dryer, paper towel holder.
- Fire blanket.

Figure 5.109 Internal 3D Visual — Illustrative



Figure 5.110 Axonometric 3D Visual — Illustrative



Room Data Sheets

Agency Staff Workplace

Primary Function

Work space in court and tribunal buildings for non HMCTS staff and volunteers (as agreed by HMCTS, judiciary and the relevant agency/organisation).

Size

Optimum: 8m² / person (based on net internal area divided by the number of FTE equivalents).

Architectural Finishes

Wall Durable eggshell paint finish.

Floor Heavy duty carpet tile/ vinyl for kitchen or wet areas. Raised access floors with floor boxes where possible.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF skirtings.

Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet.
- Integrated desktop power and data.
- Telephone line(s) and internet access via broadband and/or Wi-Fi.

Design Considerations

- Accessibility requirements.
- Account should be taken of the Office of Government Property (OGP) guidelines on space provision and utilisation. Provision of space to be agreed by HMCTS, judiciary and the relevant agency/organisation.
- All workstations, desks and office chairs to be DSE compliant.
- Furniture should be functional and mobile with the capability of reconfiguration.
- Integrated full height lockable storage units fixed back to internal partitioning. Storage fronts to have write-on/ magnetic wall capabilities.
- Location in the building will vary. Some agency rooms may need to be public facing eg Citizens Advice Bureau, PSU.
- Solid door(s) with side screen and integrated blinds for privacy.
- Access to onsite security services, including panic alarms where funding and the fabric of the building allows, or equivalent provision, such as portable panic alarms.
- Where provision of this support requires agency staff/ volunteers to access secure parts of the building, e.g., for use of copiers, the provision of relevant security passes and/or codes will be limited, and subject to discussion between the senior HMCTS official on site and the local agency manager.
- Access to tea point.
- Colour determined by wayfinding.
- Lockers.
- Clock.

Figure 5.111 Internal 3D Visual — Illustrative



Figure 5.112 Axonometric 3D Visual — Illustrative



Room Data Sheets

Secure Exhibits Store

Primary Function

To provide a secure storage facility to store any physical or documentary evidence to be presented during a hearing.

Size

Optimum: 6m²

Architectural Finishes

Wall Matt paint finish.

Floor Heavy duty carpet tiles. Dark colours.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF/Hardwood.

Doors Heavy duty solid core doors with laminate or veneer finish. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Not applicable.

Design Considerations

- Room to be located within agency space and managed by prosecutors and/or police.
- Shelving and/or storage cabinets.
- A Weapons Cabinet, meeting BS 7558, to be installed for arms or ammunition storage.

Figure 5.113 Internal 3D Visual — Illustrative



Figure 5.114 Axonometric 3D Visual — Illustrative



Room Data Sheets

Meeting Room

Primary Function

Room to host meetings and training events. The room has access from the private side of the court and tribunal building. If also located and accessible from public side of building can be multipurpose, as a large consultation room.

Size

Optimum: 35m²

Architectural Finishes

Wall	Matt paint finish. Acoustic wall panels beneficial.
Floor	Heavy duty carpet tiles.
Ceiling	Central hung ceiling baffles/tiles with plasterboard perimeter.
Skirting	Painted MDF/Hardwood.
Doors	Heavy duty solid core doors with laminate or veneer finish. Safety glass vision side panels where needed with stainless steel ironmongery. Doors to be appropriately lockable and fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless Internet.
- Desktop to integrate power and data.
- Telephone and video conferencing.

Design Considerations

- Accessibility requirements.
- Meeting room set up, with a central table for all parties.
- Seating colour to main floor area to match wayfinding/ building signage colour allocation.
- Potential for foldable partitions for flexible use.
- Tables to be flexible to allow for reconfiguration. Neutral colour.
- Stackable chairs with sled base to make rooms easily configurable.
- Impact protection covering on walls to avoid damage from furniture items.
- Integrated blinds for privacy.
- Clock.

Figure 5.115 Internal 3D Visual — Illustrative



Figure 5.116 Axonometric 3D Visual — Illustrative



Room Data Sheets

Meeting Room - Small

Primary Function

Room to hold meetings and private conversations or to function as a cellular office. The room has access from the private side of the court and tribunal building. If also located and accessible from public side of building can be multipurpose, as a consultation room.

Size

Optimum: 10m²

Architectural Finishes

Wall Matt paint finish.
Acoustic wall panels beneficial.

Floor Heavy duty carpet tiles.

Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.

Skirting Painted MDF/Hardwood.

Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision side panels, supplied with privacy film, where needed, with stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet access
- Desktop to integrate power and data.

Design Considerations

- Accessibility requirements.
- Meeting room set up, with a table for 2-3 people or DSE compliant workstations, desks and office chairs.
- Stackable chairs with sled base to make rooms easily configurable.
- Colour determined by wayfinding scheme.
- Whiteboard/screen for sharing information.
- If room to be used for public facing meetings to consider security requirements and provision of panic alarm.
- Integrated blinds for privacy.
- Clock.

Figure 5.117 Internal 3D Visual — Illustrative



Figure 5.118 Axonometric 3D Visual — Illustrative



Room Data Sheets

Jury Bailiff Room

Primary Function

For the Jury Bailiff to attend to juries considering verdicts, to prevent improper entry to/exit from Jury Retiring Rooms.

Size Optimum: 10m²

Architectural Finishes

Wall Matt paint finish.
Floor Heavy duty carpet tiles.
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF/Hardwood.
Doors Heavy duty solid core doors with laminate or veneer finish. Safety glass vision panels where needed with stainless steel ironmongery. Doors to be fire rated as required. Lockable door.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Recommendations

- Wireless internet access.
- Integrated desktop power and data.
- Intercom to receive calls from jury retiring rooms.

Design Considerations

- A clear view of the corridor that provides access to jury retiring rooms is essential.
- Accessibility requirements.
- DSE compliant workstation, desks and office chairs with integrated power and data.
- Notice boards where required.
- Colour of upholstery/accent walls determined by wayfinding strategy for building.
- Lockable storage.
- Room to include or have access to tea point.
- Clock.

Incident Control Room

Primary Function

For the control of Fires, bomb alerts and other emergencies

Size

Optimum: 10m²

Architectural Finishes

Wall Matt paint finish.
Floor Heavy duty carpet tile
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF skirtings
Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors should be outward opening. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Wireless internet.

Design Considerations

- Accessibility requirements.
- The function of the room can be a mixed use, as the requirement for incidents is unlikely to be regular.
- Should be totally enclosed and within proximity of an Information Point.
- Enclosing Walls should be made from reinforced concrete for security.
- Not contain any windows or glazed screens.
- Needs to be located adjacent to escape route.
- Meeting room set up, with a central table for all parties.
- Stackable chairs with sled base to make rooms easily configurable.
- Whiteboard/screen for sharing information.
- Clock.

Room Data Sheets

Communications/Server Room

Primary Function

A fully serviced and air-conditioned room with limited tolerance on temperature control. The server room is devoted to the continuous operation of the server and networking cabinets.

Size

Optimum: 20m²

Architectural Finishes

Wall Matt paint finish
Floor Anti-static floor tile
Ceiling 600 x 600 ceiling tiles on a suspended grid system with plasterboard perimeter as required.
Skirting Painted MDF skirtings
Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to be fire rated as required.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Technology Requirements

- Secure access to the room.
- The comms/server room will adhere to the MOJ ICT Physical Infrastructure Standards.
- The cabling should be laid out as depicted in the current indicative cabling schematic.
- All elements of the structured cabling installation must be certified to the requirements of the cable and connecting hardware manufacturers' specifications.
- If required in the individual court and tribunal buildings supporting patching centres will be installed. Refer to the MOJ ICT Physical Infrastructure Guidelines for installation requirements.

Design Considerations

- Fitted shelving for equipment and storage.
- Touchdown bench for setting up equipment and periods of maintenance.
- Raised floor (where possible) with cable-trays to get to risers and ducts for incoming and internal cable-runs.

Plant Room

Primary Function

A dedicated space for mechanical/electrical equipment and the running of the court building. This room may contain air handling units, boilers and water tanks.

Size

Local User Requirements

Architectural Finishes

Wall Painted blockwork
Floor Sealed concrete finished with a 2-coat epoxy paint system
Ceiling Exposed concrete slab
Skirting N/A
Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to meet current fire regulations.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Room Data Sheets

Maintenance Room

Primary Function

Workshop space for use by on-site maintenance staff to provide general building maintenance, repair and replacement services of plant and equipment.

Size

Optimum: 20 m²

Architectural Finishes

Wall Painted blockwork.
Floor Sealed concrete finished with a 2-coat epoxy paint system.
Ceiling Exposed concrete slab.
Skirting N/A
Doors Heavy duty solid core double doors with laminate finish. Stainless steel ironmongery. Doors to meet current fire regulations.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Design Considerations

- Located in close proximity to Main Plant Room and associated toilet/washing facilities.
- Workbench, tool and equipment storage.
- DSE compliant workstation, desk and office chair, storage for drawings and records.

Room Data Sheets

Ancillary Storage Room

Primary Function

Storage space for demountable furniture and other large objects.

Size

Determined by the amount of equipment.

Architectural Finishes

Wall Painted blockwork
Floor Sealed concrete finished with a 2-coat epoxy paint system
Ceiling Exposed concrete slab
Skirting N/A
Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to meet current fire regulations.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Design Considerations

- Shelving.

Storage Room - Cleaning Equipment

Primary Function

Storage space for cleaning supplies.

Size

Optimum: 3m²

Architectural Finishes

Wall Painted blockwork
Floor Sealed concrete finished with a 2-coat epoxy paint system
Ceiling Exposed concrete slab
Skirting N/A
Doors Heavy duty solid core doors with laminate finish. Stainless steel ironmongery. Doors to meet current fire regulations.

Mechanical/Electrical Requirements

Please see Chapter 5 Appendix A for MEP Datasheet requirements.

Design Considerations

- Cleaning sink, shelving and/or cupboard.

Design specifications

Introduction

This section contains detailed information on finishes and furniture specifications. It is to inform designers on the British Standards associated with elements of the room types as well as to types of furniture that could be used within various spaces of the court and tribunal building.



Design specifications

Royal Coat of Arms

A Royal Coat of Arms is required to be displayed above and behind the judiciary in every hearing room, and externally, at the building entrance, normally on the façade above the main entrance. Specific design and materials must be used for the Royal Coat of Arms, details can be obtained from HMCTS Property Directorate.

Finishes Specification

Floor Finishes

All floor finishes should be hard wearing, easily maintained and fit for purpose taking into account the frequency of maintenance and nature of use. Colours of all floor finishes will be required to co-ordinate with the general colour scheme and 'Look and Feel' section.

The surface evenness of the sub-floor should comply with current regulations. Sub-floor surface condition should be free from any surface irregularities, gypsum or paint marks, chemical substances, curing agents and chalk dust. The floor should be checked for spot cracks, however small, which may cause the surface to break up prior to any finishes being laid. The existence of residual moisture should be checked with a moisture testing oven or by the hygrometer test.

Where the base substrate incorporates movement joints, structural joints should also be included between any floor finish which coincides with the structural joints in the substrate. These joints should extend through the floor finish thickness, bed and screed (if there is one) through to the substrate.

Minimum width should be at least that of the structural joints of the substrate (and at least 6 mm).

Door threshold trims at interfaces between floor finishes allowance should be made for stair nosings with coloured inserts and stair edge trims, along with stair nosings with coloured inserts and stair edge trims.

Where required, raised access floors should conform to the requirements of BS EN 12825.

For areas with a greater slip potential such as WCs and shower areas, a slip reducing sheet/tile product with a minimum rating of 36+ PTV (pendulum test value) when wet to BS 7976; Parts 1 – 3, should be used to meet the classifications set out in EN 13845. In dry areas, a minimum rating of 36+ PTV (when dry) should be achieved.

Generally skirting should be 100 x 20 mm MDF or softwood timber, pinned and glued to wall. Preformed colour matched PVC coving where required, formed with coving fillet and finished into extruded PVC finishing strip; all corners mitred and fully welded.

The use of sit-in/sit-on coved skirting in vinyl or ceramic tile finish allows for easier maintenance and cleaning of floor-wall junctions due to the curved profile.

Carpet Tile

Heavy contract carpet tiles, anti-static to meet BS EN 1307, fixed into place with tackifier adhesive to floor sealer (Low volatile organic compound (VOC) solutions) on levelling compound.

Sheet Flooring

Areas requiring a resilient floor covering other than in specialist areas should be 2.0 mm thick sheet vinyl/linoleum flooring to meet BS EN 685. All joints to be full welded and sealed. Finishes to be fixed to sub-floor in accordance with manufacturers recommendations.

Tiled Flooring

For areas which require a ceramic or porcelain tiled floor finish, such as entrance and WC areas, tiles should be manufactured in accordance with standards set out in EN 14411 and laid to meet BS 5385. In most cases the surface finish will need to meet the 36+ PTV when wet, this is installed in areas with a greater slip potential.

Resin Flooring

Resin flooring, where required, to be specified in accordance with BS 8204-6. Technical characteristics of the finish and product selection to be determined by the type of activities to be carried out in the particular area.

Terrazzo Flooring

For areas which require a terrazzo finish (such as to match existing floor finish) tiles should meet BS EN 13748-1 and be in accordance with BS5385-5. Terrazzo is best laid onto a sand and cement bed with a minimum thickness of 25 mm/maximum thickness of 72 mm. In most cases, the surface finish should meet the 36+ PTV when wet this is installed with a greater slip potential.

Entrance Matting

An allowance should be made for recessed mat wells with barrier matting (to a minimum of 12 mm thick) to main entrances and rooms that have external access doors. Where a recessed mat well cannot be accommodated, a barrier carpet should be specified. Any matting should be installed to meet BS 8300 and BS 7953.

Epoxy Paint

To utility areas such as plant rooms, a paint finish such as a water-based epoxy floor sealer with non-slip aggregate could be used and applied in accordance with BS 6150.

Decoration to comply with BS 6150 and in accordance with all other current BS and EN standards.

Wall Finishes

Paint Finish

Painting to plaster boarded walls and metal frame ceilings to be one thinned mist coat in accordance with relevant manufacturer's instructions, and two coats emulsion in colours to follow the design intent outlined in the Look and Feel section. Emulsion to be durable, washable and stain resistant — the paint finish will depend upon the level of durability required and is room specific. Walls and corners in high impact areas to receive impact protection covering to avoid damage.

Painting to concrete walls, blockwork walls and stair soffits etc, where required, to be surface sealed one thinned mist coat in accordance with relevant manufacturer's instructions, and two coats emulsion.

Where required existing surfaces should be made good i.e. filling, sanding, decorators caulk where necessary. Surfaces should be smooth and even,

Design specifications

all existing nails, screws and plugs should be removed and made good. Existing woodwork should be rubbed down and a sugar soap solution applied prior to painting.

Door frames, linings, architraves, skirting and window boards, timber and MDF, to be sealed, primed and finished in one undercoat and two coats gloss.

WC/Shower areas to receive anti-fungicidal growth water based paint to ceiling.

Full Height Tiling

Ceramic wall tiles to be manufactured in accordance with standards set out in EN 14411 and installed to meet BS 5385. Structural wall joints to be taken through tile finish, expansion joints in wall tiles to BS 5385. Allow for contrasting grab rails in all ambulant and accessible WCs.

Vinyl Wall Covering

Where required, all vinyl wall coverings should be in accordance with BS EN 15102. To be durable, colour fast in accordance with ISO 105 B-02, washable, scratch-resistant, impact-resistant, fire resistant, able to be disinfected and can resist bacteria.

Hygienic Wall Cladding

Walls to kitchen areas to be lined with applied wall cladding system — to be semi-rigid PVCu sheet, 2.5 mm thick, gloss finish and fully compliant with EU hygiene requirements.

Timber Wall Cladding

Timber panelling can be considered for hearing rooms. The style and extent of timber wall panelling is project specific and to be determined by the size/ use of the room.

All panelling should receive a fire retardant/intumescent coating or impregnation pressure treatment to timber framing, panelling and slats to achieve BS EN 13501 fire classification to Euro class B or C and/or BS 476 Part 7, surface spread of flame.

Where timber wall cladding is used for acoustic purposes, the rating of sound absorption should be at least a Class C acoustic absorber when measured in accordance with BS EN ISO 354 and rated in accordance with BS EN 11654.

Acoustic Wall Panelling

Where required an allowance should be made for acoustic wall panelling or perforated plasterboard in areas where it is identified as being required. Areas of proprietary acoustic wall panels should be at least a Class C acoustic absorber and perforated plasterboard should be at least a Class C acoustic absorber, both when measured in accordance with BS EN ISO 354 and rated in accordance with BS EN 11654.

Acoustic engineer to advise on requirement and specification of panelling and be project specific.

Colour, locations and final specification to be confirmed by architect and should follow the design intent outlined in the 'Look and Feel' section.

Vinyl Applied Graphics

Vinyl applied graphics are project specific and can be applied in feature areas or to aid with wayfinding. An allowance should be made and colours selected in accordance with the colour palette.

Ceiling Finishes

Ceilings will comply with minimum standards set out in British Standards (BS) 8290 and Building Bulletin (BB) 93. Suspended ceilings to conform to the requirements of British Standard European Norm (BS EN) 13964. Decoration to comply with BS 6150.

All suspension grids should be suitable for their application in their respective locations with respect to internal environmental conditions, and live/dead loadings and laid level. All ceiling tiles to be clipped to ensure rigidity. It should be noted that the ceiling suspension grid will be capable of supporting all luminaires and mechanical ventilation grilles. All ceilings specifications below are subject to confirmation of required acoustic performance by the acoustician.

Ceiling tiles should not degrade under uncontrolled environmental conditions within the building. All ceiling installations will incorporate perimeter/edge trim at abutments to walls, bulkheads and apertures for all penetrations and tiles should be carefully trimmed in all such situations. The grid should be carefully set out to correspond with room geometry. Perimeter shadow trims are to be installed to the perimeter of tiled suspended ceilings. A recessed shadow trim detail is to be installed at junctions between ceiling types.

Where suspended ceilings are installed, appropriate cost allowances should be made for plasterboard bulkhead details where general height of suspended ceiling steps up to interface with window head details. Plasterboard bulkhead to building perimeter above windows (insulated and airtight sealed) will be required.

All ceilings should achieve BS EN 13501 fire classification to Euro class B or C and/or BS 476. Requirements for any access panels are to be advised by M&E engineers. Location of access panels to be co-ordinated with the architect.

Where ceiling linings are identified as providing fire resistance, this resistance is to be maintained by any penetration through the ceiling, including vents, light fittings, and access panels.

All partitions should extend to structural soffits where possible.

Access panels where required to Metal Frame (MF) suspended ceilings generally to be a plasterboard panel with beaded frame and budget lock fastenings.

Suspended Ceiling Systems

600 x 600 mm, 20 mm thick, exposed grid ceiling, tiles clipped in place.

1500 x 300 mm, 20 mm thick ceiling planks, exposed grid system, tiles clipped in place.

Moisture Resistant Suspended Ceiling 600 x 600 mm, 20 mm thick, exposed grid ceiling, tiles clipped in place.

Hygienic Ceiling 600 x 600 mm, 20 mm thick metal tiles, exposed corrosion resistant grid suspended ceiling system (to be confirmed by catering designer).

MF suspended ceiling system with 1No layer 12.5 mm plasterboard with skim finish. Proprietary perforated plasterboard backed with acoustic insulation above. Acoustic absorption (e.g. wall panels) to be provided in accordance with acoustician's recommendations to control reverberation.

Design specifications

Allow for plasterboard margin and appropriate trims at interfaces with walls/balustrade and feature areas.

Acoustic Hanging Baffles/Rafts

Typically, 300 x 1200 x 40 mm fixed back grid system or structural soffit using an aircraft cable suspension system. Colour/shade of timber to be determined by design principles set out in the Acoustic section.

Skirting Finishes

Timber Skirtings

Typically 20 mm x 100 mm pencil rounded to be fabricated from Medium Density Fibreboard (MDF) or softwood timber pinned and glued to the wall. Hardwood Timber may be required to areas of a higher specification.

Formed from single lengths wherever possible, joints to be angled (mitre) unless shown otherwise. Timber not to be used in wet areas including toilets and changing areas.

Coved Vinyl Skirtings

Typically 100 mm high and to be formed coving over preformed Polyvinyl Chloride (PVC) coving fillet finished into extruded PVC finishing strip, all corners mitred and fully welded. The curved profile of coved skirting allows for easier cleaning of floor-wall junctions.

Ceramic Tiled Skirtings

Typically 100 mm high and to match adjacent floor tiles. Shower and changing areas may require a sit-in/sit-on cove skirting. The curved profile of coved skirting allows for easier cleaning of floor-wall junctions. In areas such as WCs where floor and wall tiles meet there may be no requirement for sit in/on tiled skirtings.

Door Specifications

Finishes

Internal doors generally to be solid inner core with softwood stiles and rails, faced on both sides with factory veneer/laminate finish, lipped on long edges with hardwood, lipping to be agreed with the architect.

Where used in areas of moisture, the inner core should be moisture/warp resistant.

Vision Panels

Glazed vision panels should comply with Building Regulations, door construction nominally to be 44 mm (54 mm for one hour and pivot doors) and/or as required to suit fire rating and acoustic requirements.

Vision panels to be provided to all doors where required and shall be positioned and sized appropriately for both the able-bodied and wheelchair users. Vision panels should comply with Building Regulations, with glazing to be laminated glass or clear firestop glazing according to the fire protection requirements. 450 mm wide glazed panel to side of doors where indicated. Vision panels and screens to be polished clear float glass, fire rated where indicated. Doors with vision panels to be glazed in 6 mm toughened or fire resistant glass to suit situation specific criteria for safety, fire resistance or any combination.

Acoustics

All doors to hearing rooms or consultation rooms to allow for acoustic bushes/strips. Door leaf sizes should comply with the Equality Act 2010 clear opening guidance and with the requirements of BS 8300.

Frames to be one-piece softwood — hardwood may be required to areas of a higher specification, with width to suit wall thickness and stop, full depth packers, bedding, acoustic and intumescent smoke seals to suit rating required by acoustic criteria and Building Control. Delivered factory primed for gloss painted finish. Architraves to be mitred at head section, decoration as frames.

Fire rated

Where possible (fire consultant to confirm) circulation doors will have electromagnetic hold open devices that will ensure ease of circulation and located to prevent misuse. These doors should be linked to the fire alarm system so that they close automatically upon operation of the fire alarm where required. These doors should be easily open-able by those escaping from a fire.

Building regulations and technical standards do not require for opening and closing door systems to be automated or power operated, although automatic or manual controlled doors are preferred. Sliding doors are noted as having advantages.

Ironmongery

Ironmongery for doors will be provided from a single manufacturer's range to ensure consistent aesthetics and will conform to the following standards:

- BS 6100 – 10306
- BS 7352
- BS EN 125
- BS 4951

In addition, the following properties are proposed:

- Lever and pull handles with sprung roses.
- Levers will be configured to turn towards the door.

- Minimum lever handle diameter to be 22 mm.
- Minimum pull handle diameter to be 22 mm.
- Minimum pull handle length to be 300 mm internally, 600 mm externally.
- Spindles will suit the door thickness.
- All levers and pull handles will be fitted with roses.
- Door closers (cam action type only) are to comply with the opening force requirements of BS8300.
- Double swing doors to be fitted with floor springs.
- Roses, escutcheons and associated fittings will be of appropriate range pattern.
- Ironmongery is to achieve a 'severe' duty rating.
- Doors to high security stores to be fitted with hinge bolts.
- Secure interface with judicial and staff areas, controlled by keys, or swipe or proximity cards. External doors to have suitable locks (minimum five lever mortice).
- Ironmongery should comprise of anti vandal stainless steel handles with concealed fixings, push plates, closer casings and signage. Stainless steel kick plates should be fitted to both sides of all doors where required.

Fixed Joinery

Any fixed joinery items such as reception desks, judges benches, storage or displays should comply with BS 8300.

Generally these are constructed from a softwood framework with a laminate finish to exposed faces. A solid surface material should be used for any worktops. Where power/data is required, this should be integrated and cable management considered within the desk top where a PC or other equipment is likely to be positioned.

Design specifications

The products used should meet the relevant British standards for performance and should be designed in accordance with the following:

- Reception Desks: BS 8300 (Standing and seating visitors in line with) as well as part M.
- Timber: BS EN 942.
- Laminated Timber Panels: BS EN 438-1.
- Solid Surfacing Materials: BS EN ISO 19712-1.
- Adhesives: BS EN 204 (Durability class D3 for normal internal use).

Cubicles and Sanitaryware

Cubicle, IPS (integrated plumbing system) and sanitaryware should meet current building regulations and British Standards, as indicated below;

- Vitreous China to BS 3402.
- WC pan to BS EN 997 and BS EN 33.
- Seats to BS 1254.
- Flushing systems to BS EN 14055.
- Wash basin to BS EN 14688 and BS EN 31.
- Stainless steel material to BS EN 100088: Part 2.

Cubicle toilets and showers in public/service areas to be in solid grade laminate with pre plumbed IPS systems for sanitaryware. Cubicle provision to be designed in accordance with BS 6465 and BS 8300 for accessible design. Cubicles should be full height where possible, otherwise of a height appropriate to the user but with walls and doors of sufficient size to prevent climbing and peering over.

Staff and judicial areas may not require solid grade laminates to cubicle and IPS system as these do not require the same level of robustness.

High quality, robust fittings and cubicles, concealed cisterns and plumbing are required. All ironmongery shall be suitable for use by people with limited

dexterity. Cubicles should be provided with anti-vandal pattern hinges, indicator bolts, lockable toilet roll holders and buffered coat hook.

Sinks to the areas adjacent to the WC areas finished in a solid surface material. Robust and tamper proof spray mixer taps with timed delivery should be provided in public areas.

Grab rails should be provided within accessible and ambulant WCs, finished in PVC with steel core mechanically fixed to walls and as standard Doc. M requirement. All grab rails and sanitary fittings to be white/grey where possible with contrasting background of IPS or tiles. Toilet seats to be of contrasting colour.

Full height ceramic tiling to WC areas, colour to be selected in line with the 'Look and Feel' strategy.

Generally sanitary fittings shall be white vitreous china. All drainage and plumbing to be concealed where possible. All sanitary fittings shall be selected offering high water usage efficiencies and conservation properties to meet the current requirements.

Each sanitary appliance shall have a local service isolation point and anti-siphon drainage connection.

Soap dispensers, hand dryers, paper towel dispensers, and steel and shatterproof mirrors should be provided. Low level cleaners sink with grating and drainer is required to the storage room for cleaning equipment.

Signage

Internal signage to include statutory and fire escape signage/symbols (illuminated where required) provided in accordance with BS EN ISO 7010, the fire authority and building regulations.

Where required directional and departmental signage, door numbering, room designation plates, standard warning and hazard signs and restriction signs should be provided. In front of house areas, signage should be stove enamelled stainless steel finish to match the wayfinding guidance set out in Chapter 5.

All signage should be tactile/Braille where required.

Signage to be supplied from one manufacturer where possible to ensure consistency in font, size, colour and style.

Sundries

An allowance should be made for roller blinds to all rooms (blackout or solar glare) on external windows. Blinds should be located in perimeter plasterboard up-stand/recess to ceiling. Blinds should be electrically and manually operated. Blinds should include safety chains. All internal blinds to comply with the requirements of BS EN 13120.

Where required an allowance should be made for the interface and installation of any audio visual and audio equipment as required.

Any furniture within the building should be manufactured and designed to current British Standards and EN guidelines and should also hold a certificate to confirm that it meets BS EN 13501 fire classification to Euro class B or C and/or BS 476 Part 7, surface spread of flame.

All sourcing of timber from suppliers (local where possible) with timber that has been independently certified by the Forest Stewardship Council (FSC) or has been recycled.

Areas of high use (delivery/kitchen areas) which are subject to physical damage by trolleys, and their contents, shall receive protection to walls and doors. All rails and corner protectors shall have pre-formed caps, stop ends and corners. Surface protection provision shall be agreed at the later stages of design. All surface protection should comply with BS8300 and BS8493.

Furniture Specification

Introduction

Furniture in court and tribunal buildings often needs to fulfil more than its functional use. In hearing rooms in particular, it can play a significant role in creating and reflecting the nature of the business being undertaken, as well as contributing to personal safety and security.

In the design and use of furniture, the following should be taken into account:

Appropriate: the layout and appearance of the furniture must be consistent with the context of the hearing.

Effective: furniture should support all users in fulfilling their role in the hearing room (e.g., for those who need to be able to use technology, the furniture must take into account space, lighting, power and DSE regulations). It must also contribute to the safety and welfare of all court and tribunal users.

Flexible: the option to re-configure, so that a room can be adapted to meet changed requirements.

Flexibility in this context has two definitions:

1. immediate flexibility (e.g., the ability to move loose chairs); and
2. longer term flexibility (e.g., the ability to change a room's ongoing use for a new ongoing requirement. An example would be detaching and removing a demountable judicial bench, dais and barrier to convert a formal room into a more informal setting).

Accessible: furniture and layout should meet the requirements of all users.

Sustainable: affordable whole life cost; ensuring that furniture is sufficiently robust and durable to withstand heavy use, and made from sustainable materials, especially those in the public areas.

The more standardised furniture designs become, the easier it is to swap furniture between rooms.

There is a presumption that furniture will be standard rather than custom-built. There may be instances — for example, in a listed building — where a more bespoke approach is unavoidable, but this requires justification and approval on a case-by-case basis. There is no presumption that existing furniture should be replaced so long as it meets local requirements.

Upholstery



Fabric: A

Location: Public/Private

Manufacturer: Camira (or equivalent)

Product: Blazer

Type: 100% Wool

Abrasion Resistance: 50,000 martindale

Guarantee: 5 Years

For use in public, private and judicial areas, a slightly higher specification of 100% wool.



Fabric: B

Location: Public/Private/judicial

Manufacturer: Camira (or equivalent)

Product: Xtreme

Type: 100% Recycled flame retardant polyester

Abrasion Resistance: 100,000 martindale

Guarantee: 10 Years

Suitable for task seating and soft seating.
For use in waiting, interview, meeting and hearing rooms, a durable hardwearing fabric.
This fabric should be used in public and admin areas.



Fabric: C

Location: Judicial

Manufacturer: Ultra Fabrics (or equivalent)

Product: Ultra Leather

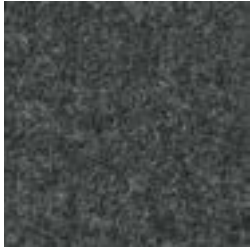
Type: 100% Polyurethane Surface

Abrasion Resistance: 180,000 martindale

Guarantee: 5 Years

For use in private judicial areas, such as judicial rooms.

Design specifications



Colour: Silcoates

Reference: CUZ30

Fabric: A



Colour: Sombrero

Reference: YS046

Fabric: B

Greys are used for the main colour palette to all furniture items. Colour is to be introduced on to seat pads. Colour of fabric is to correspond with the building wayfinding strategy floor level colour.



Colour: Surrey

Reference: CUZ1E

Fabric: A



Colour: Blizzard

Reference: YS081

Fabric: B



Level 6

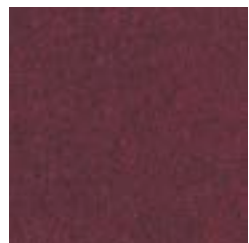
Colour: Wesley

Reference: CUZ82

FABRIC: A — Camira Blazer (or equivalent)

Colour is to be introduced on to seat pads on waiting and meeting chairs.

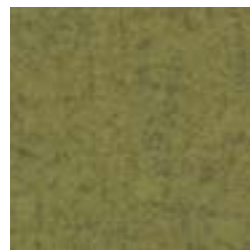
Colour of fabric is to correspond with the building wayfinding strategy floor level colour.



Level 3

Colour: Imperial

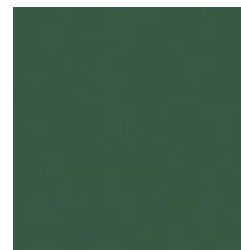
Reference: CUZ1B



Level 4

Colour: Camphill

Reference: CUZ1K



Level 5

Colour: Cardiff

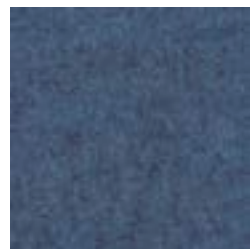
Reference: CUZ1N



Level 0

Colour: Glenalmond

Reference: CUZ62



Level 1

Colour: Newcastle

Reference: CUZ1W



Level 2

Colour: Rockport

Reference: CUZ89

Design specifications

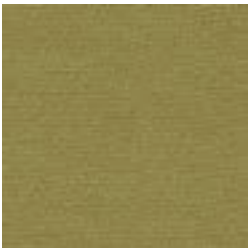


Level 6
Colour: Solano
Reference: YS072

FABRIC: B - Camira Xtreme (or equivalent)
Colour is to be introduced on to seat pads on waiting and meeting chairs.
Colour of fabric is to correspond with the building wayfinding strategy floor level colour.



Level 3
Colour: Tobago
Reference: YS030



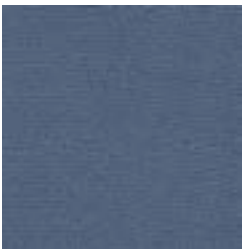
Level 4
Colour: Appledore
Reference: YS077



Level 5
Colour: Flores
Reference: YS161



Level 0
Colour: Bluefield
Reference: YS021



Level 1
Colour: Martinique
Reference: YS004



Level 2
Colour: Calypso
Reference: YS106

Not all furniture requirements are specified in the Design Guide. Furniture images and colours shown are indicative of look and feel. All furniture colours should relate back to and correspond with the floor level colour building wayfinding strategy. Refer to room data sheets for further details.

(A) Hearing Rooms

1. Clerk's desk
2. Ushers desk
3. Advocates bench
4. Dais, demountable
5. Judicial barrier and wicket gate, demountable
6. Judicial bench and fascia
7. Judicial panel/backboard
8. Desktop lectern
9. Witness box
10. Witness screen

Furniture in hearing rooms to be flexible and include grab handles for ease of movement.



1. Clerk's desk

Location: Hearing rooms

Description: Clerk's desk

Wide desk includes hinged power and data unit built into top. Top to receive matt laminate, full height oak fascia and side panel to create an up-stand. Cable management throughout. Sturdy side panelled sides and support framework. Include hidden roller balls for quick ease re-configuration. Designed so that it can be folded and stored out of the room. Furniture to include grab handles for ease of movement.

Needs to be of sufficient size and depth to accommodate papers and technology, potentially up to three monitors.

Finish: Oak with laminate.



2. Ushers desk

Location: Hearing rooms

Description: Ushers desk

Single person desk includes hinged power and data unit built into top. Top to receive matt laminate, full height oak fascia and side panel to create an up-stand.

Cable management throughout. Sturdy side panelled sides and support framework. Include hidden roller balls for quick ease re-configuration. Designed so that it can be folded and stored out of the room. Furniture to include grab handles for ease of movement.

Finish: Oak with laminate.

Design specifications



3. Advocates Bench

Location: Hearing rooms

Description: Advocates bench

Two-person bench includes hinged power and data unit built into matt laminate top and full height oak fascia. Cable management throughout. Sturdy support framework with open sides. For accessibility purposes the ends of the benches should not have end panels to enable wheelchair access. Include hidden roller balls for quick easy re-configuration. Designed so that it can be folded and stored out of the room. Bench to include grab handles for ease of movement.

Finish: Oak with laminate.



4. Dais, demountable

Location: Hearing rooms

Description: Demountable dais with adjustable metal legs, integrated timber barrier and fabric skirt optional. Raised dais to rear of judicial barrier where required. Constructed from individual tiles and sturdy pillars. To receive carpet finish to match hearing room. Raised dais to rear of Judges barrier where required, height 450mm. Constructed from heavy duty pedestals and tiles to receive carpet finish to match hearing room. Allow for contrast nosing to steps and edge capping.



5. Judicial barrier and wicket gate, demountable

Location: Hearing rooms

Description: Judicial demountable barrier.

Built in 2 Sections. Hinged wicket gate with self-closing mechanism and tamper proof beggar latch. Sturdy gate post and hinged section of barrier. Both sections designed for quick and easy linking to judicial bench fascia to create a secure barrier. When not in use both elements hinge back and locate against the side wall.

Finish: Oak with laminate.



6. Judicial bench and fascia

Location: Hearing rooms (Bespoke item)

Description: Judges' bench and fascia (which could be demountable). Length to suit context and to have uninterrupted leg space below. Includes hinged power and data unit built into top, Marmoleum style writing table to top, cable management throughout, sturdy panelled sides and support framework. Fascia to have vertical panelling detail with shadow gaps. Bench to have sufficient depth to accommodate papers and technology. Includes capping details and returns. Entire unit to be cable managed throughout and designed so that it can be demounted with minimal tools/training and stored out of the room. Allow for integrated desktop power/data units to judicial bench.

Finish: Oak with laminate.



7. Judicial panel/backboard

Location: Hearing rooms

Description: Panel with crest located behind judiciary.

Finish: Oak laminate



8. Desktop lectern

Location: Hearing rooms

Description: Lectern for advocate's laptop.

Finish: Oak laminate or clear plastic

Design specifications



9. Witness box (Option 1)

Location: Hearing rooms

Description: Witness box

Single person bench to be at a height of 1100mm to include hinged power and data unit built into top. Full height oak fascia and side panel to create an up-stand.

Cable management throughout. Sturdy side panelled sides and support framework. Include hidden roller balls for quick ease re-configuration. Designed so that it can be demounted and stored out of the room. Witness stand to include grab handles for ease of movement.

Finish: Oak with laminate.

Witness box (Option 2)

Location: Hearing Rooms

Description: Witness box

Some court and tribunal buildings may require different sized witness boxes. Some may require seated witness boxes rather than standing, or a standing witness box with a flip down seating option. Others may need witness boxes that provide space for large quantities of papers.

Finish: Oak with laminate.



10. Witness screen (Option 1)

Location: Hearing Rooms, Public Waiting Areas

Description: Freestanding, fixed partitioning screens, light weight, with heavy duty base.

Finish: Double sided fabric screens with lightweight steel frame.



Witness screen (Option 2)

Location: Hearing Rooms

Description: Freestanding, mobile partitioning screens, light weight, with lockable castors.

Finish: Double sided fabric screens with lightweight steel frame.

(B) Reception Counter



Reception Counter (Option 1)

Location: Main entrance

Description: Bespoke unit, hand built, configurations as standard include straight, curved, L-shaped and option to customise to fit any application. Convenient access and a lower section suitable for a wheelchair user.

Finish: Woodgrain/plain colour laminate, optional acrylic panels for signage.



Reception Counter (Option 2)

Location: Main entrance

Description: Bespoke unit, hand built, configurations as standard include straight, curved, L-shaped and option to customise to fit any application. Convenient access and a lower section suitable for a wheelchair user.

Finish: Woodgrain/plain colour laminate, optional acrylic panels for signage.

Design specifications

(C) Chairs

1. Acoustic chair
2. Bariatric chair
3. Break out chair
4. Child chair
5. Conference chair
6. Conference chair with flip table
7. Disabled/elderly public chair
8. DSE task chair, standard
9. DSE task chair, staff
10. Fixed chair
11. Judicial chair
12. Lounge chair
13. Lounge sofa
14. Touchdown chair



1. Acoustic chair

Location: Public/Private

Description: Modular Acoustic Sofa

Finish: Fully upholstered

Suggested Upholstery Fabric Colour: Light grey back with seat pad upholstered in a colour to correspond with wayfinding floor level colour.



2. Bariatric chair (Option 1)

Location: Waiting areas

Description: Bariatric comfort seat accommodating up to 50 stone weight capacity, extra wide seat and back.

Finish: Heavy duty steel base, upholstered in fabric, vinyl or leather.

Suggested Upholstery Colour: Colour to correspond with wayfinding floor level colour.



Bariatric chair (Option 2)

Location: Advocates/Judicial/Magistrates rooms

Description: Bariatric comfort seat accommodating up to 50 stone weight capacity, extra wide seat and back. Includes swivel base, gas lift eight adjustment and height adjustable arms, and colour to correspond with wayfinding floor level colour or as appropriate to room type.

Finish: Heavy duty steel base, upholstered in fabric, vinyl or leather



3. Breakout chair (Option 1)

Location: Refreshment Areas

Description: Stackable chair with plastic shell and sled base. Chair to be available in a variety of sizes to suit all users and colour to correspond with wayfinding floor level colour.

Finish: Plastic moulded shell with metal legs



Breakout chair (Option 2)

Location: Refreshment Areas

Description: Breakout chair with plastic shell and timber legs. Chair to be available in a variety of sizes to suit all users and colour to correspond with wayfinding floor level colour.

Finish: Plastic moulded shell with timber legs

Design specifications



4. Child chair (Option 1)

Location: Children's Room

Description: Child's plastic chair, stackable.

Finish: Plastic moulded



Child chair (Options 2)

Location: Children's Room

Description: Child's plastic stool, stackable.

Finish: Plastic moulded



5. Conference chair (Option 1)

Location: Advocates/Judicial/Magistrates' rooms and hearing rooms

Description: Workday cantilever meeting chair. Minimum 15kg weight required in hearing rooms.

Finish: Steel frame, polyester upholstery and mesh back



Conference chair (Option 2)

Location: Waiting areas

Description: Fully upholstered chair with wooden legs.
Colour to correspond with wayfinding floor level colour.

Finish: Steel collar, timber legs, upholstery fabric or vinyl.



6. Conference chair with flip table

Location: Hearing rooms

Description: Meeting chair with tablet arm, stackable.
Colour to correspond with wayfinding floor level colour.

Finish: Steel tube frame, foam padded seat and back,
plastic writing tablet, fabric upholstery.



7. Disabled/elderly public users chair (Option 1)

Location: Waiting areas

Description: Fully upholstered high back fixed armchair.
Colour to correspond with wayfinding floor level colour.

Finish: Wood frame and fabric upholstery.

Design specifications



Disabled/elderly public users chair (Option 2)

Location: Public Waiting Areas, Waiting Rooms

Description: Fully upholstered armchair, colour to correspond with wayfinding floor level colour.

Finish: Wooden frame with vinyl or fabric upholstery.



Disabled/elderly public users chair (Option 3)

Location: Public Waiting Areas, Waiting Rooms

Description: Fully upholstered high back swivel armchair, colour to correspond with wayfinding floor level colour.

Finish: Aluminum swivel base, leather upholstery.



Disabled/elderly public users chair (Option 4)

Location: Public Waiting Areas, Waiting Rooms

Description: Fully upholstered high back reclining lounge chair, colour to correspond with wayfinding floor level colour.

Finish: Aluminum swivel base, leather upholstery.



8. DSE task chair, standard

Location: Private/Admin/Office Areas

Description: Fully adjustable task chair with arms on star base and casters. Separate seat and back. Finish: Fabric. White frame with black mesh back to staff offices. Black frame with black mesh back to all other areas.

Chair to be available in a variety of sizes to suit all users.



9. DSE task chair, staff

Location: Private/Admin/Office Areas

Description: Fully adjustable task chair with arms on star base and casters. Separate seat and back.

Finish: Fabric

Chair to be available in a variety of sizes to suit all users.



10. Fixed chair (Option 1)

Location: Public Waiting Areas

Description: Fully upholstered Beam seating.

Finish: Fabric

Chair to be available in a variety of sizes to suit all users.

Design specifications



Fixed chair (Option 2)

Location: Hearing Rooms

Description: Fixed beam seating. Chair to be in neutral colours and available in a variety of sizes to suit all users.

Finish: Upholstered with tubular steel frame.



11. Judicial chair

Location: Advocates/Judicial/Magistrates rooms and Hearing Rooms

Description: Adjustable high back task chair with arms on star base and casters, neutral colour required in hearing rooms. Chair to be available in a variety of sizes to suit all users.

Finish: Fabric



12. Lounge chair

Location: Public Waiting Areas, Waiting Rooms, Jury Assembly Room

Description: Fully upholstered 1-seater lounge chair with arms and metal frame, colour to correspond with wayfinding floor level colour. Chair to be available in a variety of sizes to suit all users.

Finish: Fabric



13. Lounge sofa

Location: Public Waiting Areas, Waiting Rooms, Jury Assembly Room

Description: Fully upholstered 2-seater sofa with arms and metal frame, colour to correspond with wayfinding floor level colour. Sofa to be available in a variety of sizes to suit all users.

Finish: Fabric.



14. Touch down chair (Option 1)

Location: HMCTS/Agency workspaces

Description: Mid-lounge chair, colour to correspond with wayfinding floor level colour.

Finish: Upholstery Fabric with wooden legs.



Touch down chair (Option 2)

Location: HMCTS/Agency workspaces

Description: Mid-lounge chair, colour to correspond with wayfinding floor level colour.

Finish: Upholstery Fabric, available in a choice of metal or wooden legs and 5-star bases.

Design specifications

(D) Tables/ desks

1. Judicial desk
2. Staff/usher desk
3. Judicial workstation
4. Office desk
5. Open justice viewing desk
6. Meeting table
7. Judicial dining table
8. Kitchen table
9. Table for acoustic seating
10. Low level lounge/children's table



1. Judicial desk

Location: Judicial Rooms

Description: Bespoke executive desk

Finish: Timber veneer finish with inlaid writing surface, side and front panels required. Allow for cable management and access ports. Height adjustable with desktop power where required.



2. Staff/usher desk

Location: Public Waiting Areas, Jury Assembly Room

Description: Executive desk with integrated storage, cable management and access ports.

Finish: Timber veneer finish with chromed legs, available with HDPC or crystal coloured top finish.



Staff/usher desk (Option 2)

Location: Public Waiting Areas, Jury Assembly Room

Description: Executive desk with integrated storage, cable management and access ports. Worktop attachments include modesty panel, CPU holder and cable tray

Finish: Timber veneer finish with steel or timber legs.



3. Judicial workstation

Location: Judicial workstation

Description: Height adjustable sit/stand workstations with electronic controls and baffle boards.

Finish: Worksurfaces in melamine or wood veneer with fabric screen upholstery or glass screen.



4. Office desk

Location: HMCTS/Agency Staff Workplace

Description: Height adjustable sit/stand workstations with baffle boards.

Finish: Worksurfaces in melamine or wood veneer with fabric screen upholstery.

Design specifications



5. Open Justice viewing desk (Option 1)

Location: Open Justice Viewing Area

Description: Touchdown desk with acoustic dividers

Finish: Worksurfaces in melamine or wood veneer with fabric screen upholstery.



Open Justice viewing desk (Option 2)

Location: Open Justice Viewing Area

Description: Standalone height adjustable desks, mains or battery powered, with cable tray access and optional screens for privacy.

Finish: Steel frame with melamine or wood veneer worksurface and fabric screen upholstery.



6. Meeting table (Option 1)

Location: Judicial lounge/Consultation rooms/Press rooms/Meeting rooms/Jury Retiring Rooms

Description: Rectangular meeting table to accommodate up to 14 person.

Finish: Steel frame, Melamine Faced Chipboard surface.



Meeting table (Option 2)

Location: Consultation rooms/Press rooms/Meeting rooms/Magistrates' Retiring Room/Jury Retiring Room
 Description: Rectangular meeting table to accommodate up to 14 person.
 Finish: Steel frame, Melamine Faced Chipboard surface.



Meeting table (Option 3)

Location: Judicial rooms/Meeting rooms
 Description: Straight desk bench system
 Finish: Steel frame, wood veneer surface.



7. Judicial dining table

Location: Judicial lounge
 Description: Meeting Table. Height adjustable with desktop power where required.
 Finish: MFC finish to top, with chrome frame, timber finish.

Design specifications



8. Kitchen/dining table

Location: HMCTS/Agency Staff workplace

Description: Kitchen/dinning table

Finish: HPL top with powder coated frame finish. Allow for flush mounted power/USB where required.



9. Table for acoustic seating

Location: Public Waiting Area, Waiting Room

Description: Occasional table

Finish: Metal legs, MDF in Beech or Oak finish.



10. Low level lounge/children's table

Location: Public Waiting Area/Waiting Room/Children and Young People Room/Jury Assembly Room

Description: Occasional low table.

Finish: HPL.

(E) Storage

1. Filing drawers
2. Filing cabinets
3. General storage
4. Judicial book shelf
5. Advocates' lockers
6. Advocates/Staff/Agency Staff lockers
7. Judicial lockers
8. Standard lockers
9. Charging lockers
10. Search bench
11. Security Safe
12. Weapons Security Cabinet



1. Filing drawers

Location: HMCTS/Agency Workplace

Description: Drawer filing units with adjustable internal components which include dividers and filing frames. Open access storage.

Finish: Powder coated metal.



2. Filing cabinets

Location: HMCTS/Agency Workplace

Description: Flexible full height open access storage with adjustable internal components which include pull-out/slotted/lateral shelves, drawers, dividers and filing frames.

Finish: Powder coated metal.



3. General storage

Location: HMCTS workplace/Agency Workplace

Description: Flexible low level storage with adjustable internal components which include pull-out/slotted/lateral shelves, drawers, dividers and filing frames.

Finish: Melamine Faced Chipboard

Design specifications



4. Judicial book shelf

Location: Judicial Rooms

Description: Bookshelf with adjustable shelving/ components and solid side panels, colour to correspond with wayfinding floor level colour.

Finish: High pressure laminate, Melamine Faced Chipboard or timber finish.



5. Advocates' lockers

Location: Advocates Robing Room/HMCTS Workplace/Agency Staff Workplace/Jury Assembly Room

Description: Half height double column lockers with bench with ventilation, available with digital/mechanical/latch locking mechanisms. Colour to correspond with wayfinding floor level colour.

Finish: High pressure laminate, Melamine Faced Chipboard.



6. Advocates'/Staff/Agency Staff lockers (Option 1)

Location: Advocates' Robing Room/HMCTS Workplace/ Agency Staff Workplace

Description: Full height double column lockers with ventilation, available with digital/mechanical/latch locking mechanisms. Colour to correspond with wayfinding floor level colour.

Finish: High pressure laminate, Melamine Faced Chipboard.



7. Judicial lockers (Option 2)

Location: Judicial workstations

Description: 2 door lockers with digital combination locks.

Finish: Powder coated steel



8. Standard lockers

Location: Judicial Workstation/HMCTS/Agency staff workplace/Jury Assembly Room

Description: 6 locker doors and 2 locker drawers with digital combination locks, optional top planters.

Finish: Powder coated steel.



9. Charging lockers

Location: HMCTS workplace

Description: Multi-device storage and charging locker

Multi-device charging cabinet for secure storage of electronic equipment including mobile phones, laptops and tablets. Lightweight, constructed in steel, lockable, freestanding but can be secured to floor or wall. Ventilated shelving to prevent risk of electronic equipment overheating. Cabinet colour to be neutral.

Finish: Powder coated steel.

Design specifications



10. Search bench

Location: Main/Restricted Entrance

Description: Search bench with lockable cupboards, with worktop (and custom protection rails).

Finish: High pressure laminate



11. Safe

Location: Security Office

Description: High security, free standing safe with digital key pad and locking bolt mechanism.

Finish: Steel



12. Weapons security cabinet

Location: Secure Exhibits Store

Description: Constructed from 6mm steel, all joints are seam welded. The door is double skinned, the outer skin is 6mm thick steel, the inner skin 3mm thick steel. The door is hung on concealed hinges. Locking system comprises 2 lock cases operating hook bolts.

Available in various configurations.

Finish: Steel

(F) Miscellaneous

1. Medical bed



1. Medical bed

Location: Wellbeing room/SSCS Medical Examination Room

Description: First Aid bed

Finish: Polyurethane fabric, stainless steel base and rubber adjustable feet.

Chapter 4

APPENDICES

Version 3.1



Appendix A - MEP Datasheets 261

Appendix B - Hearing Room Specification 315

Appendix C - Acoustics 319

Appendix D - Blueprints. 333

Appendix E - Heating and Ventilation 352

Appendix F - Power, Data & Requirements. 353

Appendix G - Communications & Alarms 358

Appendix H - Indicative Cabling Schematic. 359

Appendix I - Feedback Proforma. 360

Appendix J - Courtroom ICP and VC equipment & cabling 363

Appendix K - Additional MEP RDS Data 364

Appendix L - Technical Project Standanrds (obtain from HMCTS Technical Team)

Appendix A - MEP Datasheets

MAIN ENTRANCE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	3	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	10	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	22+/-2		HEAT	NO
COOLING	ROOM TEMP °C	22+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	YES
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>COMMS EQUIPMENT FOR SECURITY STAFF POWER FOR WALL MOUNTED CLOCK(S) POWER FOR SECURITY ARCHES DATA FOR SEARCH FACILITIES PUBLIC TELEPHONES POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) TELEPHONE(S) EMERGENCY ESCAPE SIGNAGE REQUIRED</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 2 DUAL 230V SOCKET OUTLETS: 2 DUAL</p>				DOOR ENTRY	NO
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

RESTRICTED ENTRANCE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	5-10		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	YES
	WASTE	NO		INTRUDER	YES
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S)</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 2 DUAL 230V SOCKET OUTLETS: 2 DUAL</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

RECEPTION					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	2-3		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	YES
	WASTE	NO		INTRUDER	YES
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
CAMERA/SCREEN/PHOTO – POWER AND DATA REQUIRED POWER FOR WALL MOUNTED CLOCK(S) POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) TELEPHONE(S) WIRELESS INTERNET PERSONAL ATTACK ALARM EMERGENCY ESCAPE SIGNAGE REQUIRED THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD

SECURITY / CCTV ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	2-3		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS WIRING TO BE PROTECTED WITH CONDUIT AND DOOR SET TO 'FAIL SECURE' THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	YES
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

PUBLIC AND PRIVATE CIRCULATION					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	200
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	N/A
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>TELEPHONE(S)</p> <p>WIRELESS INTERNET</p> <p>ACCESS CONTROL TO CORRIDORS SERVING PRIVATE AND PUBLIC CIRCULATION</p> <p>EMERGENCY ESCAPE SIGNAGE REQUIRED</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 1 DUAL PER HEARING ROOM</p> <p>230V SOCKETS: 1 DUAL PER HEARING ROOM</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	NO
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD

REFRESHMENT FACILITIES					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TBD
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	YES		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS EMERGENCY ESCAPE SIGNAGE REQUIRED THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	TBD
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

PUBLIC WCs					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	200
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	SEE NOTE	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	NO	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	45		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	20-21		HEAT	NO
COOLING	ROOM TEMP °C	NO		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	YES
ADDITIONAL REQUIREMENTS / NOTES					1
POWER TO HAND DRYERS			ACCESS SYSTEMS		YES/NO
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
AIR CHANGE/HOUR: 8-10 EXTRACT 6-8 SUPPLY				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	NO
				Wi-Fi	NO
				VIDEO LINKS/ICP	NO
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	NO
				FUSED SPUR OUTLET	YES
				SHAVER OUTLET	YES
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

PRAYER / CONTEMPLATION					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>POWER TO HAND DRYERS SENSOR TAPS AND SOAP DISPENSERS</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p>				DOOR ENTRY	NO
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	NO
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	YES
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

WELLBEING ROOM						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL	
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL	
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	35		VOID	YES	TBD
OCCUPANCY	No.	TBD		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	YES		SOUNDER	NO	
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	YES		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
<p>WATER SUPPLIES TO SINK WIRELESS INTERNET POWER TO HAND DRYERS TELEPHONE(S) FUSED SPUR TO SUPPLY FRIDGE</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p>				DOOR ENTRY	NO	
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	YES	1
				ROOM IN USE INDICATOR	YES	1
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	NO	
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	2 DUAL
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	2 DUAL
				FUSED SPUR OUTLET	YES	TBD
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	TBD	TBD

ADVOCATES' ROBING ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) WATER SUPPLY TO VENDING MACHINES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT. DATA POINTS: 2 DUAL + 1 DUAL PER 10M OF WALL 230V SOCKET: 2 DUAL + 1 DUAL PER 10M OF WALL				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

PRISON VIDEO LINK BOOTH					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	2		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
			ACCESS SYSTEMS		YES/NO
ADDITIONAL REQUIREMENTS / NOTES WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) VIDEO CONFERENCING FACILITIES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
FUSED SPUR OUTLET	NO				
SHAVER OUTLET	NO				
MICROPHONE OUTLET	YES				
FLOOR BOX	YES				

VIDEO HEARING BOOTH					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	3		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
RECORDING & AMPLIFICATION FACILITY WIRELESS INTERNET VIDEO CONFERENCING FACILITIES POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	TBD
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

OPEN JUSTICE VIEWING AREA						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL	
	SUPPLY	YES	OTHER LIGHTING		TASK BASED	
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	30		VOID	YES	TBD
OCCUPANCY	No.	6-8		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES	1
	HOT (60°C)	NO		BEACON	YES	1
	HOT (37-43°C)	NO		SOUNDER	YES	1
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	YES		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	YES	1
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	TBD
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	
				ROOM IN USE INDICATOR	YES	TBD
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	YES	TBD
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	1 QUAD
				Wi-Fi	TBD	TBD
				VIDEO LINKS/ICP	TBD	TBD
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	2 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	YES	TBD

PUBLIC WAITING AREAS					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) POWER AND WATER SUPPLY TO VENDING MACHINES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

WAITING ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES
					TBD

WAITING ROOM – CHILDREN AND YOUNG PEOPLE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	YES
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) CCTV REQUIRED IF ACCESSED FROM PUBLIC SIDE OF BUILDING THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

WAITING ROOM – VULNERABLE VICTIMS AND WITNESSES						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL	
	SUPPLY	YES	OTHER LIGHTING			
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	40		VOID	YES	TBD
OCCUPANCY	No.	10		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	YES	TBD
	HOT (37-43°C)	NO		SOUNDER	YES	TBD
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	YES		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) VIDEO CONFERENCING FACILITIES LOCATED ADJACENT TO WC VIDEO RECORDING FACILITIES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO	
				INTERCOM	YES	TBD
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	YES	TBD
				ROOM IN USE INDICATOR	NO	
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	YES	TBD
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	2 DUAL
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP	YES	TBD
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	2 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	TBD	TBD

VULNERABLE VICTIMS AND WITNESSES VIDEO LINK ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	2		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) VIDEO CONFERENCING FACILITIES LOCATED ADJACENT TO WC VIDEO RECORDING FACILITIES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

CONSULTATION ROOM - LARGE						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL	
	SUPPLY	YES	OTHER LIGHTING			
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	35		VOID	YES	TBD
OCCUPANCY	No.	TBD		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	NO		SOUNDER	NO	
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	NO		CCTV	YES	TBD
	WASTE	NO		INTRUDER	NO	
				PANIC ALARM	YES	TBD
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
DIMMING FACILITY POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET VIDEO CONFERENCING FACILITIES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	TBD
				INTERCOM	YES	TBD
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	
				ROOM IN USE INDICATOR	YES	TBD
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	YES	TBD
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	3 DUAL
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	3 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	TBD	TBD

CONSULTATION ROOM – MEDIUM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
DIMMING FACILITY POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

CONSULTATION ROOM - SMALL					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12			YES
	HUMIDITY CONTROL	40-70%	LIGHTING	CONTROL	TYPE
	SUPPLY	YES	MAIN LIGHTING	YES	GENERAL
	EXTRACT	YES	OTHER LIGHTING		
NOISE LEVEL	NR	35	FIRE ALARM		YES/NO
OCCUPANCY	No.	TBD		VOID	YES
HEATING	ROOM TEMP °C	21+/-2		SMOKE	YES
COOLING	ROOM TEMP °C	21+/-2		HEAT	NO
DOMESTIC WATER & DRAINAGE		YES/NO		IFU	NO
	HOT (60°C)	NO		B'GLASS	NO
	HOT (37-43°C)	NO		BEACON	NO
	COLD (BOOSTED)	NO		SOUNDER	NO
	DRINKING (MCWS)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	WASTE	NO		CCTV	NO
				INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
DIMMING FACILITY POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

NON JURY					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT. DATA POINTS: 1 QUAD PER DESK OR 1 QUAD PER 9 M ² . 230V SOCKET: 2 DUAL PER DESK OR 1 DUAL PER 9 M ² .				DOOR ENTRY	NO
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

HEARING ROOM – FORMAL SECURE WITH JURY					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING	YES	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	MAX 44		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING AND AMPLIFICATION FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

HEARING ROOM – FORMAL SECURE NON JURY							
INDICATIVE REQUIREMENTS							
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED				
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500		
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD		
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE		
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL		
	SUPPLY	YES	OTHER LIGHTING	YES	TASK BASED		
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS	
NOISE LEVEL	NR	30		VOID	YES	TBD	
OCCUPANCY	No.	MAX 44		SMOKE	YES	TBD	
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO		
COOLING	ROOM TEMP °C	21+/-2		IFU	NO		
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES	TBD	
	HOT (60°C)	NO	BEACON	YES	1		
	HOT (37-43°C)	NO	SOUNDER	YES	1		
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS	
	DRINKING (MCWS)	NO		CCTV	NO		
	WASTE	NO		INTRUDER	NO		
		PANIC ALARM		YES	TBD		
		DISABLED		NO			
			ACCESS SYSTEMS		YES/NO	No. OF POINTS	
ADDITIONAL REQUIREMENTS / NOTES EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING AND AMPLIFICATION FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT. REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS				DOOR ENTRY	YES	TBD	
				INTERCOM	NO		
			COMMUNICATION (INFORMATION)			YES/NO	No. OF POINTS
				TV AERIAL	NO		
				TV SOCKET OUTLET	YES	TBD	
				ROOM IN USE INDICATOR	YES	TBD	
				LAMP	NO		
				PUBLIC ADDRESS	YES	TBD	
					INDUCTION LOOP	YES	TBD
			INFRASTRUCTURE			YES/NO	No. OF POINTS
	DATA POINTS RJ45	YES	SEE NOTE				
	Wi-Fi	YES	TBD				
	VIDEO LINKS/ICP	YES	TBD				
ELECTRICAL OUTLETS			YES/NO	No. OF POINTS			
	230V SOCKET OUTLET(S)	YES	SEE NOTE				
	FUSED SPUR OUTLET	NO					
	SHAVER OUTLET	NO					
	MICROPHONE OUTLET	YES	18				
	FLOOR BOX	YES	TBD				

HEARING ROOM – STANDARD CUSTODIAL HEARING TYPE 1					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING	YES	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	MAX 26		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING AND AMPLIFICATION FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

HEARING ROOM – STANDARD TYPE 2				
INDICATIVE REQUIREMENTS				
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED	
VENTILATION			ELECTRIC LIGHTING	
	NATURAL/MECH	MECH	ILLUMINATION LEVEL (LUX)	500
	AIR CHANGE/HR	6-8	LIMITING GLARE INDEX	TBD
	RATE (l/s/person)	12	EMERGENCY LIGHTING	
	HUMIDITY CONTROL	40-70%		YES
	SUPPLY	YES	LIGHTING	CONTROL
	EXTRACT	YES		TYPE
NOISE LEVEL	NR	30	MAIN LIGHTING	YES
OCCUPANCY	No.	MAX 26	OTHER LIGHTING	YES
HEATING	ROOM TEMP °C	21+/-2		TASK BASED
COOLING	ROOM TEMP °C	21+/-2	FIRE ALARM	YES/NO
DOMESTIC WATER & DRAINAGE		YES/NO		No. OF POINTS
	HOT (60°C)	NO	VOID	YES
	HOT (37-43°C)	NO	SMOKE	YES
	COLD (BOOSTED)	NO	HEAT	NO
	DRINKING (MCWS)	NO	IFU	NO
	WASTE	NO	B'GLASS	YES
			BEACON	YES
			SOUNDER	YES
ADDITIONAL REQUIREMENTS / NOTES			SECURITY & ALARM SYSTEMS	YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING AND AMPLIFICATION FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS</p>				No. OF POINTS
			CCTV	NO
			INTRUDER	NO
			PANIC ALARM	YES
			DISABLED	NO
			ACCESS SYSTEMS	YES/NO
			DOOR ENTRY	YES
			INTERCOM	NO
			COMMUNICATION (INFORMATION)	YES/NO
			TV AERIAL	NO
			TV SOCKET OUTLET	YES
			ROOM IN USE INDICATOR	YES
			LAMP	NO
			PUBLIC ADDRESS	YES
			INDUCTION LOOP	YES
			INFRASTRUCTURE	YES/NO
			DATA POINTS RJ45	YES
			WI-FI	YES
			VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS	YES/NO
			230V SOCKET OUTLET(S)	YES
			FUSED SPUR OUTLET	NO
			SHAVER OUTLET	NO
			MICROPHONE OUTLET	YES
			FLOOR BOX	YES

HEARING ROOM – STANDARD TYPE 3					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING	YES	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	MAX 26		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING AND AMPLIFICATION FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

STANDARD HEARING ROOM – HALF SIZE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	YES	GENERAL
	SUPPLY	YES	OTHER LIGHTING	YES	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	17-20		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
EMERGENCY ESCAPE SIGNAGE REQUIRED RECORDING FACILITY POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) VIDEO CONFERENCING FACILITIES LV USB CHARGING PORTS WIRELESS INTERNET THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT. REFER TO APPENDIX 'K' FOR INFORMATION ON DATA POINTS & POWER OUTLETS				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

SINGLE JUSTICE SERVICE ROOM						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL	
	SUPPLY	YES	OTHER LIGHTING			
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	35		VOID	YES	TBD
OCCUPANCY	No.	TBD		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	NO		SOUNDER	NO	
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	NO		CCTV	NO	
	WASTE	NO		INTRUDER	NO	
				PANIC ALARM	YES	TBD
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO	
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	TBD
				ROOM IN USE INDICATOR	YES	1
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	YES	TBD
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	2 QUAD/4 DUAL
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	4 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	TBD	TBD

SSCS MEDICAL EXAMINATION ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	YES		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	YES
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD

JUDICIAL ROOM – VERY LARGE						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL	
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED	
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	35		VOID	YES	TBD
OCCUPANCY	No.	TBD		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	NO		SOUNDER	NO	
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	NO		CCTV	NO	
	WASTE	NO		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	TBD
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	1
				ROOM IN USE INDICATOR	NO	
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				INDUCTION LOOP	NO	
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	1 DUAL / DESK
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP	YES	TBD
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	1 DUAL / DESK
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	YES	TBD

JUDICIAL ROOM – LARGE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

JUDICIAL ROOM – STANDARD					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES
					TBD

MAGISTRATES' RETIRING ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	YES
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD
					TBD

JUDICIAL VIDEO HEARING ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	4		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
RECORDING & AMPLIFICATION FACILITY WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	NO
				INDUCTION LOOP	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	YES
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	YES
				FLOOR BOX	YES

JUDICIAL WORKSTATION							
INDICATIVE REQUIREMENTS							
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED				
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500		
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD		
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING			YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE		
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL		
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED		
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS	
NOISE LEVEL	NR	35		VOID	YES	TBD	
OCCUPANCY	No.	TBD		SMOKE	YES	TBD	
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES	TBD	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO		
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO		
	HOT (60°C)	NO		BEACON	NO		
	HOT (37-43°C)	NO	SOUNDER	NO			
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS	
	DRINKING (MCWS)	NO		CCTV	NO		
	WASTE	NO		INTRUDER	NO		
				PANIC ALARM	YES	TBD	
				DISABLED	NO		
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS	
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	TBD	
				INTERCOM	NO		
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS	
				TV AERIAL	NO		
				TV SOCKET OUTLET	NO	1	
				ROOM IN USE INDICATOR	NO		
				LAMP	NO		
				PUBLIC ADDRESS	YES	TBD	
				INDUCTION LOOP	NO		
			INFRASTRUCTURE		YES/NO	No. OF POINTS	
				DATA POINTS RJ45	YES	1 QUAD / DESK	
				Wi-Fi	YES	TBD	
				VIDEO LINKS/ICP			
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS	
				230V SOCKET OUTLET(S)	YES	2 DUAL / DESK	
				FUSED SPUR OUTLET	NO		
				SHAVER OUTLET	NO		
				MICROPHONE OUTLET	NO		
				FLOOR BOX	YES	TBD	

JUDICIAL LOUNGE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		
	RATE (l/s/person)	12			YES
	HUMIDITY CONTROL	40-70%	LIGHTING	CONTROL	TYPE
	SUPPLY	YES	MAIN LIGHTING	TBD	GENERAL
	EXTRACT	YES	OTHER LIGHTING	TBD	WALL
NOISE LEVEL	NR	35	FIRE ALARM		YES/NO
OCCUPANCY	No.	TBD		VOID	YES
HEATING	ROOM TEMP °C	21+/-2		SMOKE	YES
COOLING	ROOM TEMP °C	21+/-2		HEAT	NO
DOMESTIC WATER & DRAINAGE		YES/NO		IFU	NO
	HOT (60°C)	YES		B'GLASS	NO
	HOT (37-43°C)	YES		BEACON	NO
	COLD (BOOSTED)	YES		SOUNDER	NO
	DRINKING (MCWS)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	WASTE	YES		CCTV	NO
				INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) TELEPHONE(S) WATER SUPPLIES FOR TEA POINT THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT. DATA POINTS: 2 DUAL + 1 DUAL PER 10M OF WALL 230V SOCKET OUTLETS: 2 DUAL + 1 DUAL PER 10M OF WALL				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				INDUCTION LOOP	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES
					TBD

PRIVATE SHARED WCs				
INDICATIVE REQUIREMENTS				
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED	
VENTILATION			ELECTRIC LIGHTING	
	NATURAL/MECH	MECH	ILLUMINATION LEVEL (LUX)	200
	AIR CHANGE/HR	SEE NOTE	LIMITING GLARE INDEX	TBD
	RATE (l/s/person)	12	EMERGENCY LIGHTING	
	HUMIDITY CONTROL	NO	YES	
	SUPPLY	YES	LIGHTING	CONTROL
	EXTRACT	YES	TYPE	
NOISE LEVEL	NR	45	MAIN LIGHTING	TBD
OCCUPANCY	No.	TBD	OTHER LIGHTING	
HEATING	ROOM TEMP °C	20-21	FIRE ALARM	YES/NO
COOLING	ROOM TEMP °C	NO		No. OF POINTS
DOMESTIC WATER & DRAINAGE		YES/NO	VOID	YES
	HOT (60°C)	NO	SMOKE	YES
	HOT (37-43°C)	YES	HEAT	NO
	COLD (BOOSTED)	YES	IFU	NO
	DRINKING (MCWS)	YES	B'GLASS	NO
	WASTE	YES	BEACON	NO
			SOUNDER	NO
ADDITIONAL REQUIREMENTS / NOTES			SECURITY & ALARM SYSTEMS	YES/NO
<p>POWER TO HAND DRYERS</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>AIR CHANGE/HOUR: 8-10 EXTRACT 6-8 SUPPLY</p>				No. OF POINTS
			CCTV	NO
			INTRUDER	NO
			PANIC ALARM	NO
			DISABLED	YES
				1
			ACCESS SYSTEMS	YES/NO
				No. OF POINTS
			DOOR ENTRY	NO
			INTERCOM	NO
			COMMUNICATION (INFORMATION)	YES/NO
				No. OF POINTS
			TV AERIAL	NO
			TV SOCKET OUTLET	NO
			ROOM IN USE INDICATOR	NO
			LAMP	NO
			PUBLIC ADDRESS	YES
			INDUCTION LOOP	NO
			INFRASTRUCTURE	YES/NO
				No. OF POINTS
			DATA POINTS RJ45	NO
			WI-FI	NO
			VIDEO LINKS/ICP	NO
			ELECTRICAL OUTLETS	YES/NO
				No. OF POINTS
			230V SOCKET OUTLET(S)	NO
			FUSED SPUR OUTLET	YES
			SHAVER OUTLET	YES
			MICROPHONE OUTLET	NO
			FLOOR BOX	NO

JURY ASSEMBLY ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	10	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	WALL
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	UP TO 54		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	YES		BEACON	YES
	HOT (37-43°C)	YES		SOUNDER	YES
	COLD (BOOSTED)	YES			1
	DRINKING (MCWS)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	WASTE	YES		CCTV	YES
				INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) POWER AND DATA FOR DIGITAL SIGNAGE (E.G XHIBIT) POWER TO VENDING MACHINES WATER SUPPLY TO VENDING MACHINES AND DRINKING WATER</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 1 DUAL PER 10M OF WALL + 3 POINTS PER CRIMINAL HEARING ROOM 230V SOCKET OUTLETS: 1 DUAL PER 10M OF WALL + 3 OUTLETS PER CRIMINAL HEARING ROOM</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES
					TBD

JURY RETIRING ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	8-10	EMERGENCY LIGHTING		
	RATE (l/s/person)	12			YES
	HUMIDITY CONTROL	40-70%	LIGHTING	CONTROL	TYPE
	SUPPLY	YES	MAIN LIGHTING	YES	GENERAL
	EXTRACT	YES	OTHER LIGHTING	TBD	TASK BASED
NOISE LEVEL	NR	35	FIRE ALARM		YES/NO
OCCUPANCY	No.	12		VOID	YES
HEATING	ROOM TEMP °C	21+/-2		SMOKE	YES
COOLING	ROOM TEMP °C	21+/-2		HEAT	NO
DOMESTIC WATER & DRAINAGE		YES/NO		IFU	NO
	HOT (60°C)	NO		B'GLASS	NO
	HOT (37-43°C)	NO		BEACON	NO
	COLD (BOOSTED)	NO		SOUNDER	NO
	DRINKING (MCWS)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	WASTE	NO		CCTV	NO
				INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) JURY BAILIFF POST INDICATOR PANEL AND CALL SYSTEM VIDEO CONFERENCING FACILITIES FRIDGE AND LIGHT REFRESHMENT FACILITIES CAN BE PROVIDED IF REQUIRED THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	TBD

JURY WAITING ROOM / AREA					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	40		VOID	YES
OCCUPANCY	No.	12-15		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
POWER FOR WALL MOUNTED CLOCK(S)				DOOR ENTRY	YES
				INTERCOM	NO
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	NO
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	
	VIDEO LINKS/ICP				
ELECTRICAL OUTLETS		YES/NO			
	230V SOCKET OUTLET(S)	YES			
	FUSED SPUR OUTLET	NO			
	SHAVER OUTLET	NO			
	MICROPHONE OUTLET	NO			
	FLOOR BOX	NO			

HMCTS WORKPLACE				
INDICATIVE REQUIREMENTS				
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED	
VENTILATION			ELECTRIC LIGHTING	
	NATURAL/MECH	MECH	ILLUMINATION LEVEL (LUX)	500
	AIR CHANGE/HR	6-8	LIMITING GLARE INDEX	TBD
	RATE (l/s/person)	12	EMERGENCY LIGHTING	
	HUMIDITY CONTROL	40-70%	YES	
	SUPPLY	YES	LIGHTING	CONTROL
	EXTRACT	YES	TYPE	
NOISE LEVEL	NR	40 (35)*	MAIN LIGHTING	TBD
OCCUPANCY	No.	TBD	OTHER LIGHTING	TBD
HEATING	ROOM TEMP °C	21+/-2		TASK BASED
COOLING	ROOM TEMP °C	21+/-2	FIRE ALARM	YES/NO
DOMESTIC WATER & DRAINAGE		YES/NO	No. OF POINTS	
	HOT (60°C)	YES	VOID	YES
	HOT (37-43°C)	YES	SMOKE	YES
	COLD (BOOSTED)	YES	HEAT	NO
	DRINKING (MCWS)	YES	IFU	NO
	WASTE	YES	B'GLASS	YES
			BEACON	YES
			SOUNDER	YES
ADDITIONAL REQUIREMENTS / NOTES			SECURITY & ALARM SYSTEMS	YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) FRIDGE AND ACCESS DRINKING WATER</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>*35 CELLULAR OFFICES</p> <p>DATA POINTS: 2.5 POINTS PER 9M² OR 2.5 POINTS PER MEMBER OF STAFF</p> <p>230V SOCKET OUTLETS: 2 DUAL OUTLETS PER 9M² OR 2 DUAL OUTLETS PER MEMBER OF STAFF</p>			No. OF POINTS	
			CCTV	NO
			INTRUDER	NO
			PANIC ALARM	NO
			DISABLED	NO
			ACCESS SYSTEMS	YES/NO
			DOOR ENTRY	YES
			INTERCOM	NO
			COMMUNICATION (INFORMATION)	YES/NO
			TV AERIAL	NO
			TV SOCKET OUTLET	NO
			ROOM IN USE INDICATOR	NO
			LAMP	NO
			PUBLIC ADDRESS	YES
			HEARING ENHANCEMENT	YES
			INFRASTRUCTURE	YES/NO
			DATA POINTS RJ45	YES
			WI-FI	YES
			VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS	YES/NO
			230V SOCKET OUTLET(S)	YES
			FUSED SPUR OUTLET	NO
			SHAVER OUTLET	NO
			MICROPHONE OUTLET	NO
			FLOOR BOX	YES

TEA POINT						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL	
	SUPPLY	YES	OTHER LIGHTING	TBD	TBD	
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	40		VOID	YES	TBD
OCCUPANCY	No.	TBD		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES	TBD
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	YES		BEACON	NO	
	HOT (37-43°C)	YES		SOUNDER	NO	
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	YES		CCTV	YES	TBD
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
<p>WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS EMERGENCY ESCAPE SIGNAGE REQUIRED</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p>				DOOR ENTRY	NO	
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	TBD
				ROOM IN USE INDICATOR	NO	
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				HEARING ENHANCEMENT	YES	TBD
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	1 DUAL/KIOSK
				Wi-Fi	YES	TBD
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	1 DUAL/KIOSK
				FUSED SPUR OUTLET	TBD	TBD
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	TBD	TBD

AGENCY STAFF WORKPLACE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	6-8		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED</p> <p>LV USB CHARGING PORTS</p> <p>TELEPHONE(S)</p> <p>WIRELESS INTERNET</p> <p>POWER FOR WALL MOUNTED CLOCK(S)</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 1 DUAL PER 10M OF WALL + 2.5 POINTS PER 9M² OR 2.5 POINTS PER MEMBER OF STAFF.</p> <p>230V SOCKET OUTLETS: 1 DUAL PER 10M OF WALL + 2 DUAL PER 9M² OR 2 DUAL PER MEMBER OF STAFF.</p>				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

SECURE EXHIBITS STORE					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	45		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	NO
				Wi-Fi	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

MEETING ROOM				
INDICATIVE REQUIREMENTS				
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED	
VENTILATION			ELECTRIC LIGHTING	
	NATURAL/MECH	MECH	ILLUMINATION LEVEL (LUX)	500
	AIR CHANGE/HR	6-8	LIMITING GLARE INDEX	TBD
	RATE (l/s/person)	12	EMERGENCY LIGHTING	
	HUMIDITY CONTROL	40-70%		YES
	SUPPLY	YES	LIGHTING	CONTROL
	EXTRACT	YES		TYPE
NOISE LEVEL	NR	35	MAIN LIGHTING	YES
OCCUPANCY	No.	TBD	OTHER LIGHTING	YES
HEATING	ROOM TEMP °C	21+/-2		TASK BASED
COOLING	ROOM TEMP °C	21+/-2	FIRE ALARM	YES/NO
DOMESTIC WATER & DRAINAGE		YES/NO		No. OF POINTS
	HOT (60°C)	NO	VOID	YES
	HOT (37-43°C)	NO	SMOKE	YES
	COLD (BOOSTED)	NO	HEAT	NO
	DRINKING (MCWS)	NO	IFU	NO
	WASTE	NO	B'GLASS	YES
			BEACON	YES
			SOUNDER	YES
ADDITIONAL REQUIREMENTS / NOTES			SECURITY & ALARM SYSTEMS	YES/NO
LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) VIDEO CONFERENCING FACILITIES THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				No. OF POINTS
			CCTV	NO
			INTRUDER	NO
			PANIC ALARM	YES
			DISABLED	NO
			ACCESS SYSTEMS	YES/NO
			DOOR ENTRY	YES
			INTERCOM	NO
			COMMUNICATION (INFORMATION)	YES/NO
			TV AERIAL	NO
			TV SOCKET OUTLET	YES
			ROOM IN USE INDICATOR	YES
			LAMP	NO
			PUBLIC ADDRESS	YES
			HEARING ENHANCEMENT	YES
			INFRASTRUCTURE	YES/NO
			DATA POINTS RJ45	YES
			WI-FI	YES
			VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS	YES/NO
			230V SOCKET OUTLET(S)	YES
			FUSED SPUR OUTLET	NO
			SHAVER OUTLET	NO
			MICROPHONE OUTLET	NO
			FLOOR BOX	YES

MEETING ROOM - SMALL					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	30		VOID	YES
OCCUPANCY	No.	2-4		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	YES
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
LV USB CHARGING PORTS TELEPHONE(S) WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	YES
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				Wi-Fi	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES
					TBD

JURY BAILIFF ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	35		VOID	YES
OCCUPANCY	No.	6-8		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES
	HOT (60°C)	NO		BEACON	YES
	HOT (37-43°C)	NO		SOUNDER	YES
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	YES		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
<p>WIRELESS INTERNET POWER FOR WALL MOUNTED CLOCK(S) LV USB CHARGING PORTS JURY BAILIFF POST INDICATOR PANEL AND CALL SYSTEM</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p> <p>DATA POINTS: 2.5 POINTS PER 9M² OR 2.5 POINTS PER MEMBER OF STAFF 230V SOCKET OUTLETS: 2 DUALS PER 9M² OR 2 DUALS PER MEMBER OF STAFF</p>				DOOR ENTRY	YES
				INTERCOM	YES
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	YES
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	YES
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	YES
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	
				SHAVER OUTLET	
				MICROPHONE OUTLET	
				FLOOR BOX	YES
					TBD

INCIDENT CONTROL ROOM						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	6-8	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING		GENERAL	
	SUPPLY	YES	OTHER LIGHTING		TASK BASED	
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	30		VOID	YES	TBD
OCCUPANCY	No.	6-8		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	21+/-2		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES	1
	HOT (60°C)	NO		BEACON	YES	1
	HOT (37-43°C)	NO		SOUNDER	YES	1
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	YES		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	1
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	YES	
				ROOM IN USE INDICATOR	YES	1
				LAMP	NO	
				PUBLIC ADDRESS	YES	1
				HEARING ENHANCEMENT	YES	1
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	2 QUAD/4 DUAL
				Wi-Fi		
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	4 DUAL
				FUSED SPUR OUTLET		
				SHAVER OUTLET		
				MICROPHONE OUTLET		
				FLOOR BOX		

COMMS / SERVER ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	500
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	TBD	EMERGENCY LIGHTING		
	RATE (l/s/person)	12	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	40-70%	MAIN LIGHTING	TBD	GENERAL
	SUPPLY	YES	OTHER LIGHTING	TBD	TASK BASED
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	45		VOID	YES
OCCUPANCY	No.	TBD		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	YES
COOLING	ROOM TEMP °C	21+/-2		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	NO		BEACON	NO
	HOT (37-43°C)	NO		SOUNDER	NO
	COLD (BOOSTED)	NO	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	NO		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
TELEPHONE(S) SPECIALISED EQUIPMENT AND SERVICES AS REQUIRED THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	YES
				HEARING ENHANCEMENT	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	YES

PLANT ROOM						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	300	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	3	EMERGENCY LIGHTING		YES	
	RATE (l/s/person)	10	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	NO	MAIN LIGHTING	TBD	GENERAL	
	SUPPLY	YES	OTHER LIGHTING			
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	45		VOID	NO	
OCCUPANCY	No.	MAX 4		SMOKE	YES	TBD
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	NO		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	YES	1
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	YES		SOUNDER	YES	1
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	NO		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
<p>EMERGENCY ESCAPE SIGNAGE REQUIRED</p> <p>TELEPHONE(S)</p> <p>110V SINGLE SOCKET OUTLET (2 No.)</p> <p>WASH SINK WITH WATER SUPPLIES</p> <p>THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.</p>				DOOR ENTRY	YES	TBD
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	
				ROOM IN USE INDICATOR	NO	
				LAMP	NO	
				PUBLIC ADDRESS	YES	TBD
				HEARING ENHANCEMENT	NO	
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	1 DUAL
				Wi-Fi		
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	1 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	NO	

MAINTENANCE ROOM					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	200
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	3	EMERGENCY LIGHTING		
	RATE (l/s/person)	8	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	NO	MAIN LIGHTING		GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	45		VOID	YES
OCCUPANCY	No.	1		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	NO		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	YES		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	NO
				HEARING ENHANCEMENT	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

ANCILLARY STORAGE ROOM						
INDICATIVE REQUIREMENTS						
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED			
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	200	
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD	
	AIR CHANGE/HR	3	EMERGENCY LIGHTING			
	RATE (l/s/person)	8	LIGHTING	CONTROL	TYPE	
	HUMIDITY CONTROL	NO	MAIN LIGHTING	PIR	GENERAL	
	SUPPLY	YES	OTHER LIGHTING			
	EXTRACT	YES	FIRE ALARM		YES/NO	No. OF POINTS
NOISE LEVEL	NR	45		VOID	YES	1
OCCUPANCY	No.	1		SMOKE	YES	1
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO	
COOLING	ROOM TEMP °C	NO		IFU	NO	
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO	
	HOT (60°C)	NO		BEACON	NO	
	HOT (37-43°C)	YES		SOUNDER	NO	
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO	No. OF POINTS
	DRINKING (MCWS)	NO		CCTV	NO	
	WASTE	YES		INTRUDER	NO	
				PANIC ALARM	NO	
				DISABLED	NO	
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO	No. OF POINTS
THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	YES	
				INTERCOM	NO	
			COMMUNICATION (INFORMATION)		YES/NO	No. OF POINTS
				TV AERIAL	NO	
				TV SOCKET OUTLET	NO	
				ROOM IN USE INDICATOR	NO	
				LAMP	NO	
				PUBLIC ADDRESS	NO	
				HEARING ENHANCEMENT	NO	
			INFRASTRUCTURE		YES/NO	No. OF POINTS
				DATA POINTS RJ45	YES	1 DUAL
				Wi-Fi		
				VIDEO LINKS/ICP		
			ELECTRICAL OUTLETS		YES/NO	No. OF POINTS
				230V SOCKET OUTLET(S)	YES	1 DUAL
				FUSED SPUR OUTLET	NO	
				SHAVER OUTLET	NO	
				MICROPHONE OUTLET	NO	
				FLOOR BOX	NO	

STORAGE ROOM – CLEANING EQUIPMENT					
INDICATIVE REQUIREMENTS					
MECHANICAL ENVIRONMENTAL CONDITIONS REQUIRED			ELECTRICAL SERVICES REQUIRED		
VENTILATION			ELECTRIC LIGHTING	ILLUMINATION LEVEL (LUX)	200
	NATURAL/MECH	MECH		LIMITING GLARE INDEX	TBD
	AIR CHANGE/HR	3	EMERGENCY LIGHTING		
	RATE (l/s/person)	8	LIGHTING	CONTROL	TYPE
	HUMIDITY CONTROL	NO	MAIN LIGHTING	PIR	GENERAL
	SUPPLY	YES	OTHER LIGHTING		
	EXTRACT	YES	FIRE ALARM		YES/NO
NOISE LEVEL	NR	45		VOID	YES
OCCUPANCY	No.	1		SMOKE	YES
HEATING	ROOM TEMP °C	21+/-2		HEAT	NO
COOLING	ROOM TEMP °C	NO		IFU	NO
DOMESTIC WATER & DRAINAGE		YES/NO		B'GLASS	NO
	HOT (60°C)	YES		BEACON	NO
	HOT (37-43°C)	YES		SOUNDER	NO
	COLD (BOOSTED)	YES	SECURITY & ALARM SYSTEMS		YES/NO
	DRINKING (MCWS)	NO		CCTV	NO
	WASTE	YES		INTRUDER	NO
				PANIC ALARM	NO
				DISABLED	NO
ADDITIONAL REQUIREMENTS / NOTES			ACCESS SYSTEMS		YES/NO
CLEANER'S SINK THE DESIGNER SHALL LIAISE WITH ALL RELEVANT SPECIALISTS INCLUDING BUT NOT LIMITED TO ICT, ACCESS CONTROL, CCTV ETC. ON A PROJECT BY PROJECT BASIS TO ESTABLISH ALL RELEVANT REQUIREMENTS. INFORMATION CONTAINED ABOVE SHALL BE DEEMED INDICATIVE ONLY AND SUBJECT TO PROJECT SPECIFIC ASSESSMENT.				DOOR ENTRY	NO
				INTERCOM	NO
			COMMUNICATION (INFORMATION)		YES/NO
				TV AERIAL	NO
				TV SOCKET OUTLET	NO
				ROOM IN USE INDICATOR	NO
				LAMP	NO
				PUBLIC ADDRESS	NO
				HEARING ENHANCEMENT	NO
			INFRASTRUCTURE		YES/NO
				DATA POINTS RJ45	YES
				WI-FI	
				VIDEO LINKS/ICP	
			ELECTRICAL OUTLETS		YES/NO
				230V SOCKET OUTLET(S)	YES
				FUSED SPUR OUTLET	NO
				SHAVER OUTLET	NO
				MICROPHONE OUTLET	NO
				FLOOR BOX	NO

Appendix B - Hearing Room Specification

In the Hearing Room

Legend

- I Needed.
- U Not needed.
- t Potentially needed.
- n Not needed and **must not** be visible during this type of hearing.
- s Not needed but can be visible during this type of hearing.

		Crown Court Hearings	Magistrate's Hearings			Civil	Family		Tribunal	
			Summary and Imprisonable Hearings	Family (Public and Private Law)	Youth		Public	Private	Formal	Informal
PHYSICAL	Crest	I	I	I	I	I	I	I	I	I
	Judicial seats and bench	I ¹	I ²	I ²	I ²	I	I	I	I ²	I ²
	Raised dais	I	I	n	n	I	I	I	I	U
	Barrier	I	I	I	I	I	I	I	I	n
	Judicial microphone and screen	I ³	I ⁴	I ⁵	I ⁴	I	I	I	I ⁴	I ⁴
	Dock (seating and desks) 6	I	I	n	I ⁷	t	t	t	n ⁸	n ⁸
	Defendant microphone and screen	I	I	n	I	t	t	t	n	n
	Parties' seating and desks	n	n	I	I	I	I	I	I	I
	Parties' microphone and screen	n	n	I	I	I	I	I	I	I
	Jury seating and desks	I	s	n	n	t	n	n	n	n
	Foreman (microphone not needed) screen(s) visible to the Jury	I	s	n	n	t	n	n	n	n
	Witness seating and desks	I	I	I	I	I	I	I	I	U
	Witness microphone and screen	I	I	I	I	I	I	I	I	U

1. 3 seats needed for Crown Court Appeals; 2. 3 seats needed; 3. One microphone and three screens needed for Crown Court Appeals; 4. 3 screens and 1 microphones needed; 5. Three microphones and three screens needed; 6. Level of security of dock to be determined; 7. Seating needed for the defendants' carers or parents; 8. May be needed for IAC tribunals.

In the Hearing Room (continued)

Legend

- I Needed.
- u Not needed.
- t Potentially needed.
- n Not needed and **must not** be visible during this type of hearing.
- s Not needed but can be visible during this type of hearing.

		Crown Court Hearings	Magistrate's Hearings			Civil	Family		Tribunal	
			Summary and Imprisonable Hearings	Family (Public and Private Law)	Youth		Public	Private	Formal	Informal
PHYSICAL	Legal representative technology	I	I	I	I	I	I	I	I	I
	Legal representative(s) seating and desks	I	I	I	I	I	I	I	I	I ¹
	Legal advisors/court clerks/court associates/ushers seating and desks	I	I	I	I	I	I	I	I	I
	Legal advisors/court clerks/court associates/ushers microphone and screen	I	I	I	I	I	I	I	I	I
	Legal representatives microphone and screen	I	I	I	I	I	I	I	I	I
	Probation staff/YOT access to microphone and visibility of screens	I	I	u	I	u	u	u	u	u
	Court staff seating and desks ²	I	I	I	I	I	I	I	I	I
	Court staff Microphone and screen ³	I	I	I	I	I	I	I	I	u
	Cell staff seating	I	I	I	I	t	t	t	t ⁴	u
	Public seating	I	I	t	t	I	t	t	I	I
	Press seating	I	I	t	t	I	t	t	I	I
OTHER	Sound recording	I	I	I	I	I	I	I	I	I
	Hearing enhancement systems	I	I	I	I	I	I	I	I	I
	Enabling equipment	I	I	I	I	I	I	I	I	I
	Video screens all users	I	I	I	I	I	I	I	I	I
	Wi-Fi	I	I	I	I	I	I	I	I	I
	Panic buttons	I	I	I	I	I	I	I	I	I
	Telephone and video conferencing	I	I	I	I	I	I	I	I	I
	Ability to screen vulnerable victims and witnesses.	I	I	I	I	u	I	I	I	u

1. Separate seating not required if all seated together; 2. To include support services, interpreters, intermediaries, CPS etc; 3. When needed; 4. May be needed in some immigration hearings.

Directly connected to the Hearing Room

Legend

- I Needed.
- U Not needed.
- t Potentially needed.
- n Not needed and **must not** be visible during this type of hearing.
- s Not needed but can be visible during this type of hearing.

		Crown Court Hearings	Magistrate's Hearings			Civil	Family		Tribunal	
			Summary and Imprisonable Hearings	Family (Public and Private Law)	Youth		Public	Private	Formal	Informal
PHYSICAL	Judicial working space	I	I	I	I	I	I	I	I	I
	Magistrate's retiring room (fit 4 people)	U	I	I	I	U	U	U	U	U
	Judicial WC ¹	I	I	I	I	I	I	I	I	I
	Judicial communal space (private)	I	I	I	I	I	I	I	I	I
	Judicial secure route to and from hearing room	I	I	I	I	I	I	I	I	I
	Cells	I	I	U	² I	t	t	t	U	³ t
	Secure access route to and from cells	I	I	U	I	t	t	t	³ t	U
	Custody requirements	Refer to NOMS spec								
	Advocates' Room (changing room)	I	I	I	I	I	I	I	I	I
	Secure Jury route from assembly space to hearing room	I	U	U	U	t	U	U	U	U
	Jury retiring room	I	U	U	U	t	U	U	U	U
	Secure waiting room for vulnerable victims and witnesses	I	I	I	I	I	I	I	I	I
OTHER	Technology provision	I	I	I	I	I	I	I	I	I

1. To be located on the private side of the court and tribunal building, not en-suite; 2. Separate cells needed for youths and adults; 3. Needed for some immigration hearings.

Provided within the wider Court premises

Legend

- I Needed.
- u Not needed.
- t Potentially needed.
- n Not needed and **must not** be visible during this type of hearing.
- s Not needed but can be visible during this type of hearing.

		Crown Court Hearings	Magistrate's Hearings			Civil	Family		Tribunal	
			Summary and Imprisonable Hearings	Family (Public and Private Law)	Youth		Public	Private	Formal	Informal
PHYSICAL	Jury assembly space	I	u	u	u	t	u	u	u	u
	Jury WCs	I	u	u	u	t	u	u	u	u
	Agency Staff space	I ¹	I ¹	I ¹	I ¹	I ¹	I ¹	I ¹	I ¹	I ¹
	Private consultation rooms	I	I	I	I	I	I	I	I	I
	HMCTS staff private working space and post room	I	I	I	I	I	I	I	I	I
	Public waiting space	I	I	I	I	I	I	I	I	I
	Public WCs	I	I	I	I	I	I	I	I	I
	Reception	I	I	I	I	I	I	I	I	I
	FM staff private space	I	I	I	I	I	I	I	I	I
	Security screening space	I	I	I	I	I	I	I	I	I
	Dining area	I	I	I	I	I	I	I	I	I
	Refreshment provision	I	I	I	I	I	I	I	I	I
	Prayer room	I	I	I	I	I	I	I	I	I
	Server room	I	I	I	I	I	I	I	I	I
	Storage areas	I	I	I	I	I	I	I	I	I
OTHER	Technology provision	I	I	I	I	I	I	I	I	I
	Wi-Fi	I	I	I	I	I	I	I	I	I

1. To be used by the different agency staff as agreed by HMCTS, judiciary and the relevant agency/organisation.

1Acoustics

1Introduction

Building acoustics is the science of controlling noise in buildings, including the control of characteristics of sound within spaces as well as minimising the noise transition from one space to another.

Acoustics play a fundamental part in the operation of courts and tribunals and the experience of users. Of prime importance is the quality of speech clarity within hearing rooms and the overall privacy between adjoining areas.

These requirements should be met by designing rooms and areas with acoustic objectives in mind and introducing acoustic materials to support those objectives. The ability of a space to control acoustics is of paramount importance in helping realise the underpinning principles of the Design Guide:

Appropriate

Meeting requirements of noise reduction and sound management while maintaining clarity of speech and confidentiality within specific areas.

Flexible

Adaptable acoustic materials will be utilised on internal elevations and ceilings. Where partitioning walls / dividers are introduced they will maintain the acoustic requirements of the designated areas.

Sustainable

Acoustic measures are passive with minimal maintenance requirements. They also support the principles of BREEAM.

Accessible

The Acoustic Strategy supports the access and circulation of site users while maintaining the privacy and confidentiality of specific areas.

Effective

By designing to site requirements, the acoustic measures will provide effective noise reduction and sound management for designated areas.

Acoustic control can take a number of forms, including:

- Managing noise transfer between adjoining areas - consideration of sensitive adjacencies when developing layouts and use of less sensitive spaces such as

corridors and lobbys as a ‘buffer’ between the most sensitive spaces where practical;

- Noise reduction –from factors outside the building such as weather or by people or mechanical assets within the building;
- Sound insulation – containing noise transfer out of an area or excluding noise break through from an adjoining area.

The designated areas that make up court and tribunal buildings have varying requirements of noise/sound control which will primarily be met by the designer/architects in conjunction with the principles of BREEAM and application of the correct materials.

1Creating the Optimum Environment

Along with lighting and heating / ventilation, acoustics play a key part in developing the correct environment within a court and tribunal building. For the main hearing room areas, a balance should be achieved of clear intelligible speech across the room and minimal transfer of sound to and from adjoining areas. In smaller meeting rooms, the concern is privacy and minimal transfer of sound outside the room.

The demands of a court and tribunal building require the acoustic design of each individual area to be met and, where practical, accommodate the flexible nature of variable room space. Where movable wall partitions are introduced, the acoustic parameters should be maintained by selection of the right materials, followed by testing and commissioning to prove the design requirements are achieved. Where it is not possible to achieve the recommended acoustic parameters for specific room types, the acoustic performance likely to be achieved should inform the decision on whether to use movable wall partitions.

The following sections set out the acoustic classifications and performance requirements for courts and tribunal buildings to achieve appropriate acoustic performance in line with the principles set out above. It is appreciated that when refurbishing an existing building there may be instances where the constraints of the building mean that it is not practicable to achieve the acoustic requirements in all areas. Any such instances should be highlighted during the design process in order for an alternative performance requirement to be agreed with the HMCTS client team. It is intended that any such alternative performance requirement would be based on what is reasonably practicable to achieve whilst minimising the impact on acoustic performance.

1Acoustic Classifications

The internal room types identified within this guide are assigned classifications in Table 1 below. These classifications define privacy requirements, sensitivity to noise breakthrough from other areas and typical levels of noise expected to be generated within a space. These classifications are referred to in the following sections to define the required acoustic performance of a space.

Table 1. Acoustic Classifications

Room	Privacy Requirement	Sensitivity to Noise Break-through from Adjacent Spaces	Typical Source Noise Levels
Main Entrance	Not Private	Not Sensitive	High
Restricted Entrance	Not Private	Not Sensitive	Low
Reception	Not Private	Not Sensitive	Medium
Public and Private Circulation	Not Private	Not Sensitive	Low
Refreshment Facilities	Not Private	Not Sensitive	Medium
WCs (multiple occupancy)	Not Private	Not Sensitive	Medium
Individual WCs	Not Private	Not Sensitive	Low
Prayer / Contemplation	Private	Moderately Sensitive	Low
Wellbeing Room	Private	Moderately Sensitive	Low
Advocates Robing Room	Private	Moderately Sensitive	Low
Prison Video Link Booth	Confidential	Sensitive	Medium
Video Hearing Booth	Confidential	Sensitive	High
Open Justice Viewing Area	Not Private	Not Sensitive	Medium
Public Waiting Areas	Not Private	Not Sensitive	High
Waiting Room	Moderate Privacy	Moderately Sensitive	Low
Waiting Room - Children and Young People	Moderate Privacy	Moderately Sensitive	Medium
Waiting Room - Vulnerable Victims and Witnesses	Confidential	Sensitive	High
Vulnerable Victims and Witnesses Video Link Room	Confidential	Sensitive	High
Consultation Room - Large	Private	Moderately Sensitive	Medium
Consultation Room - Medium	Private	Moderately Sensitive	Medium
Consultation Room - Small	Private	Moderately Sensitive	Low
Press Room	Moderate Privacy	Not Sensitive	Low
Hearing Room - Formal Secure with Jury	Confidential	Sensitive	High
Hearing Room - Formal Secure Non Jury	Confidential	Sensitive	High
Hearing Room - Standard Custodial Hearing Type 1	Confidential	Sensitive	High
Hearing room - Standard Type 2	Confidential	Sensitive	High
Hearing room - Standard Type 3	Confidential	Sensitive	High

Room	Privacy Requirement	Sensitivity to Noise Break-through from Adjacent Spaces	Typical Source Noise Levels
Standard Hearing Room - Half Size	Confidential	Sensitive	High
Single Justice Service Room	Private	Moderately Sensitive	Low
SSCS Medical Examination Room	Confidential	Moderately Sensitive	Low
Judicial Room - Very Large	Private	Moderately Sensitive	Low
Judicial Room - Large	Private	Moderately Sensitive	Low
Judicial Room - Standard	Private	Moderately Sensitive	Low
Magistrates Retiring Room	Private	Moderately Sensitive	Low
Judicial Video Hearing Room	Confidential	Sensitive	High
Judicial Workstation	Private	Moderately Sensitive	Low
Judicial Lounge	Moderate Privacy	Not Sensitive	Medium
Private Shared WCs	Not Private	Not Sensitive	Low
Jury Assembly Room	Moderate Privacy	Moderately Sensitive	Medium
Jury Retiring Room	Private	Sensitive	Medium
Jury Waiting Room / Area	Private	Moderately Sensitive	Low
HMCTS Workplace	Private	Not Sensitive	Medium
Tea Point	Not Private	Not Sensitive	Medium
Agency Staff Workplace	Private	Not Sensitive	Medium
Meeting Room	Private	Moderately Sensitive	Medium
Meeting Room Small	Private	Moderately Sensitive	Low
Jury Bailiff Room	Moderate Privacy	Not Sensitive	Low
Incident Control Room	Private	Moderately Sensitive	Low
Comms / Server Room	Not Private	Not Sensitive	*See note 1
Plant room	Not Private	Not Sensitive	*See note 1
Maintenance Room	Not Private	Not Sensitive	High
Storage Room - Cleaning Equipment	Not Private	Not Sensitive	Low

Room	Privacy Requirement	Sensitivity to Noise Break-through from Adjacent Spaces	Typical Source Noise Levels
Ancillary Storage Room	Not Private	Not Sensitive	Low
Secure Exhibits Store	Not Private	Not Sensitive	Low
Security / CCTV Room	Moderate Privacy	Not Sensitive	Low

**Note 1: The noise levels in plant rooms and comms/server rooms will be dependent on the noise generated by equipment installed within the room. For these rooms, the sound insulation performance requirements for surrounding partitions and floors should be determined so that noise break-through in to adjacent spaces does not cause the internal ambient noise level limit in the adjacent space to be exceeded.*

Where a project includes room types that are not covered in Table 1 above, the HMCTS project manager should confirm the classifications for each space based on the principles below:

Privacy Requirement (to adjacent spaces) – Rooms to be rated as one of:

Confidential – raised speech would be audible but not intelligible and normal speech would generally be inaudible

Private – normal speech may be partly audible but not intelligible

Moderately Private – normal speech may be audible and partly intelligible, but not intrusive

Not Private – normal speech may be clearly audible and intelligible

Sensitivity to Noise Breakthrough from Adjacent Spaces – Rooms to be rated as one of:

Sensitive - room cannot accommodate noticeable noise from rooms next door

Moderately sensitive – room generally needs to be free from noise of other rooms

Not sensitive – noise from other rooms does not affect the normal use of this space

Typical Source Noise Levels – Rooms to be rated as one of:

High – regular raised voices, occasional shouting, amplified speech

Medium – normal or occasionally raised voices, medium to large sized group discussions, video / teleconferencing

Low – low to normal voice level, one to one or small group discussions

1Internal Noise Levels

The internal ambient noise level in a space is a result of noise from external sources breaking in through the building envelope and, where provided, noise generated by building services systems serving the room. The upper noise limits given in Table 2 should be achieved in internal spaces.

Table 2. Internal Noise Level Criteria

Room	Upper limit for noise break-in from external sources in rooms which are mechanically ventilated	Upper limit for noise break-in from external sources in rooms which are mechanically ventilated
Prison Video Link Booth Video Hearing Booth Vulnerable Victims and Witnesses Video Link Room Hearing Room – all types Judicial Video Hearing Room Small Meeting Room	30 dB $L_{Aeq,30mins}$	35 dB $L_{Aeq,30mins}$
Consultation Rooms Prayer / Contemplation Room Wellbeing Room Advocates' Robing Room Single Justice Service Room Judicial Room – all types Magistrates' Retiring Room Judicial Workstation Judicial Lounge Jury Retiring Room Meeting Room Agency Staff Workplace Security / CCTV Room	35 dB $L_{Aeq,30mins}$	40 dB $L_{Aeq,30mins}$

Room	Upper limit for noise break-in from external sources in rooms which are mechanically ventilated	Upper limit for noise break-in from external sources in rooms which are mechanically ventilated
Main Entrance Restricted Entrance Reception Public & Private Circulation Refreshment Facilities Public Waiting Areas Waiting Room Open Justice Viewing Area Jury Waiting Room Press Room SSCS Medical Examination Room Jury Assembly Room HMCTS Workplace Tea Point	40 dB $L_{Aeq,30mins}$	45 dB $L_{Aeq,30mins}$
Public WCs Private WCs Comms / Server Room Plant Room Secure Exhibits Store Storage Room	45 dB $L_{Aeq,30mins}$	50 dB $L_{Aeq,30mins}$

The limits given in Table 2 apply to the internal ambient noise level resulting from noise break-in from external sources through the building envelope. Noise from mechanical ventilation systems serving a space is not intended to be included in the limits above, although this will be a significant source of noise where such systems are provided. Specific noise limits for noise from these building services system are included within the mechanical & electrical engineering room data sheets within this guide.

Transient noise resulting from external noise intrusion should not normally cause the value of $L_{A1,30 mins}$ to exceed the $L_{Aeq,30mins}$ criterion for each space given in Table 2 by more than

20 dB.

Noise resulting from rain impact on roofs should be controlled so that it is no more than 20 dB above the criteria for external noise intrusion criteria in Table 2 under 'heavy' rainfall, defined in BS EN ISO 140-18. Care should be taken with the use of roof lights over spaces classed as 'Sensitive' to noise break-in from other areas as these will need to provide sufficient control of noise generated by rain impact. Roof lights of a light-weight construction (e.g. ETFE or polycarbonate) would not usually be sufficient to control noise to the criterion above and are not considered appropriate over spaces which are 'Sensitive' to noise break-in.

The ambient noise level in a space can help improve the perceived privacy of adjacent areas as it provides a degree of masking to speech or noise breaking in to the space. Conversely, if ambient noise levels are very low this can result in spaces being perceived as having poor privacy as noise breakthrough from other areas is more noticeable.

Where a room has been rated as 'Sensitive' to noise break-in, the noise from the building services system can be useful in helping to mask noise break-in from adjacent areas. In these rooms, the noise from the mechanical ventilation system should be controlled so that the value of the NR is no more than 5 lower than the upper limit for the space (i.e. where the criterion is NR35, the noise level from the building services should be no lower than NR30). Where rooms are naturally ventilated or the building services systems are particularly quiet, it may be necessary to install an electronic speech masking system in order to achieve this required standard.

In rooms that are adjacent to those rated as 'Confidential' and 'Private', the noise from the building services system can also help improve the perceived level privacy. Noise from the mechanical services should be controlled so that the NR is no more than 5 lower than the upper limit for the space. If the room adjacent to the 'Confidential' or 'Private' space is naturally ventilated or if the noise from the building services system is particularly low, then an electronic speech masking system may be required in order to maintain the intended levels of privacy.

To determine the sound insulation performance requirements for the building envelope, an external noise level survey should be made of the site and an assessment made of the noise levels to which the building envelope will be subject. This assessment should consider any committed or planned future development in the area that may lead to a significant rise in incident noise levels.

For the refurbishment of existing buildings, where the initial proposals do not include upgrades to an existing building envelope, an assessment should be made of the existing levels of external noise intrusion to determine compliance with the criteria in Table 2. In instances where the criteria are not expected to be achieved as a result of such retained building elements, these should be highlighted together with an outline of required upgrades to the building envelope that would be required in order to comply. Subject to this information being provided and the approval of the HMCTS project manager, it may be considered acceptable for levels of noise intrusion to exceed those in Table 2 provided that no concerns over levels of external noise intrusion to the existing space have previously been raised.

1Control of Noise Transmission between Adjacent Rooms

1Airborne sound insulation across partitions and floors

Based on the acoustic classifications for internal spaces set out in Table 1, the minimum airborne sound insulation performance requirements across partitions and floors should be determined from Table 3.

Table 3. Weighted Standardized Level Difference ($D_{nT,w}$) Requirements for Partitions between Rooms which do not contain doors

Privacy Requirement of the Source Room	Typical Level of Noise Generated in Source Room	Sensitivity to Noise Break-in of the Adjacent Room		
		Sensitive	Moderately Sensitive	Not Sensitive
Confidential	High	55	50	50
	Medium	50	50	50
	Low	50	45	45
Private	High	55	50	45
	Medium	50	45	45
	Low	45	45	40
Moderately Private	High	50	45	40
	Medium	40	40	40
	Low	40	35	35
Not Private	High	50	45	35
	Medium	45	40	35
	Low	40	35	35

Partition and floor constructions should be designed and installed to achieve the sound insulation performance requirements, taking in to account potential flanking transmission routes around the construction.

The sound insulation performance requirements in Table 3 should be achieved when measured in accordance with BS EN ISO 16283-1:2014. For commissioning measurements, the reference reverberation time (T_0) should be 0.5 s.

When establishing the sound insulation performance requirement across a given partition, the sound insulation performance requirement for each adjacency should be considered in both directions with each room being considered as both a source and receiver room.

1 Sound Insulation to Circulation Spaces and Waiting Areas

Minimum sound insulation performance standards for partitions that contain doors which separate rooms from circulation and waiting areas are set out in Table 4. Where a partition contains a door, this can limit the level of sound insulation performance achievable and the aim of the sound insulation requirements below is to maintain levels of privacy and minimise disturbance to sensitive spaces.

Table 4. Sound Insulation Performance Requirements across Partitions Containing Doors

From	In To	Sound Insulation Requirements of Partition	Sound Insulation Requirements for Doors
Custody Areas	Courts and Hearing Rooms	$R = 50$ dB	Acoustic Lobby
Public Circulation Areas, Waiting Rooms	Courts and Hearing Rooms	$R_w = 50$ dB	Acoustic Lobby
	Space classed as Confidential or those with High Sensitivity to noise from adjacent areas	$R_w = 45$ dB	$R_w = 40$ dB
	Space classed as Private	$R_w = 40$ dB	$R_w = 35$ dB
	Space with Moderate privacy requirements	$R_w = 40$ dB	$R_w = 30$ dB
	Space classed as Not Private	No requirement	No requirement
Non-public circulation and waiting areas, jury waiting areas, managed circulation areas	Hearing Rooms	$R = 45$ dB	$R_w = 40$ dB
	Jury Retiring Rooms	$R_w = 50$ dB	Acoustic Lobby
	Space classed as Confidential or as 'Sensitive' to noise break-in from adjacent areas	$R_w = 45$ dB	$R_w = 40$ dB
	Spaces classed as Private	$R_w = 40$ dB	$R_w = 30$ dB
	Spaces classed as Moderately Private	$R_w = 40$ dB	$R_w = 30$ dB
	Space classed as Not Private	No requirement	No requirement

Where acoustic/sound lobbies are required, each door set of the lobby should have a sound insulation performance of at least $R_w = 35$ dB and partitions forming the lobby at least $R_w = 45$ dB. If the partitions do not extend to the full height of the soffit then the lobby should incorporate a sound insulating lid which achieves a performance of at least $R_w = 45$ dB. The lobby should include an acoustically absorbent ceiling which is a Class A acoustic absorber.

For a refurbishment, if the physical constraints of the existing building prevent the use of an acoustic lobby for the adjacencies identified above, then a very high performance acoustic door set should be specified. The performance requirement for any such door would need to be determined on a case specific basis, but should minimise the impact on sound insulation whilst taking in to account the sensitivity of the adjacency and balancing the acoustic requirements against other requirements such as ease of access.

1 Sound Insulation vs. Flexibility

Operational requirements for flexibility typically conflict with acoustic requirements where high levels of sound insulation are required, with the inclusion of interconnecting doors directly between rooms and movable partitions generally limiting the levels of sound insulation which can be practicably achieved.

Interconnecting doors to provide direct access between adjacent rooms rather than via circulation routes should be avoided for rooms rated as 'Sensitive' to noise breakthrough or to spaces rated as 'Confidential' or 'Private'.

Where there is an unavoidable functional requirement for such a door, it is important that users understand that this will result in a compromise in the level of sound insulation and privacy to the space. The performance requirement for any such door should be determined on a case specific basis with a view to minimising the impact on the sound insulation performance of the separating construction.

Movable partitions are often installed to provide end users with additional flexibility over the configuration of a space, however movable partitions can present difficulties in terms of sound insulation with the levels of acoustic separation achievable between rooms being limited compared to what is achievable with a conventional partition.

The level of sound insulation achieved is highly dependent on the sealing around each of the panels of a movable partition, which is not constant and can vary with each deployment. As a result, movable partitions generally only achieve limited levels of sound insulation performance which are often not reliable or repeatable. This is often the case for movable partitions which achieve high levels of sound insulation performance under laboratory test conditions, with significant drops occurring between the laboratory and installed on-site performance.

Where movable partitions are introduced into rooms rated as 'Sensitive' to noise break-in, or as a separating partition to spaces rated as 'Confidential' or 'Private' (eg large and medium sized consultation rooms), it is important that users understand that this will result in a compromise in the level of sound insulation and privacy to the space and this should be made clear at the space planning stage. Where movable partitions are proposed, specific sound insulation performance criteria which can be measured by on-site testing should be agreed between the design team and users on a case by case basis.

1 Control of Impact Noise Transmission

Noise from impacts on floors above rooms which are sensitive to noise breakthrough from other areas should be controlled to achieve the levels given in Table 5, when measured in accordance with BS EN ISO 16283-1 and rated in accordance BS EN ISO 717-2.

Table 5. Impact Generated Noise Transmission Limits

Sensitivity to Noise Breakthrough	Maximum Impact Generated Noise Level, $L'_{nT,w}$ (dB)
Sensitive	55
Moderately	60
Not Sensitive	65

To achieve the limits given above in spaces with 'sensitive' and 'medium' sensitivity to noise breakthrough, the floor of the room above the sensitive space should include sufficient measures to control impact generated noise. Where the floor finish will be carpet, this is normally sufficient. However hard floor finishes will typically require a resilient element to be included in the build-up beneath the floor finish.

Rooms which are not directly over spaces which are sensitive to noise break-through (for example, those on the lowest level of a building) will not normally require a resilient floor finish.

1Control of Reverberation

The objective in controlling the reverberation time within a space is to provide a suitable environment for clear communications between occupants and the intelligibility of electro-acoustic audio and video systems.

Rooms should be designed to achieve the reverberation times in Table 6.

Table 6. Reverberation Time Requirements

Rooms	Reverberation Time Upper Limit, T_{30} (seconds)
Small Hearing Room ($<500\text{ m}^3$)	$T_{Av} \leq 0.8$ seconds averaged from 250 Hz to 2 kHz. $T_{30s} \leq 1.0$ second at every octave band in this range.
Large Hearing Room ($>500\text{ m}^3$)	$T_{Av} \leq 1.0$ seconds averaged from 250 Hz to 2 kHz. $T_{30s} \leq 1.2$ second at every octave band in this range

Appendix D - Blueprints

General Arrangement Plans - Multi-Jurisdiction Court and Tribunal Building

For this blueprint, general arrangement plans have been developed for a conceptual Multi-Jurisdictional Court and Tribunal Building. The model is based on the provision of the following key elements of accommodation which could support both criminal and civil hearings within a single facility:

- Ten hearing rooms (four Formal Secure with Jury, one Standard Custodial Type 1, two Standard Hearing Rooms Type 2, one Standard Hearing Room Type 3, and two Standard Hearing Room Half Size).
- Custodial facilities servicing the hearing rooms.
- Judicial accommodation.
- Centralised Jury accommodation.
- HMCTS and non-HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates room.
- Segregated circulation and space for building services.

The custody accommodation shown in the blueprint is indicative and reference should be made to the MoJ Court Custody Suite Design Guide, when developing compliant custody suite proposals.

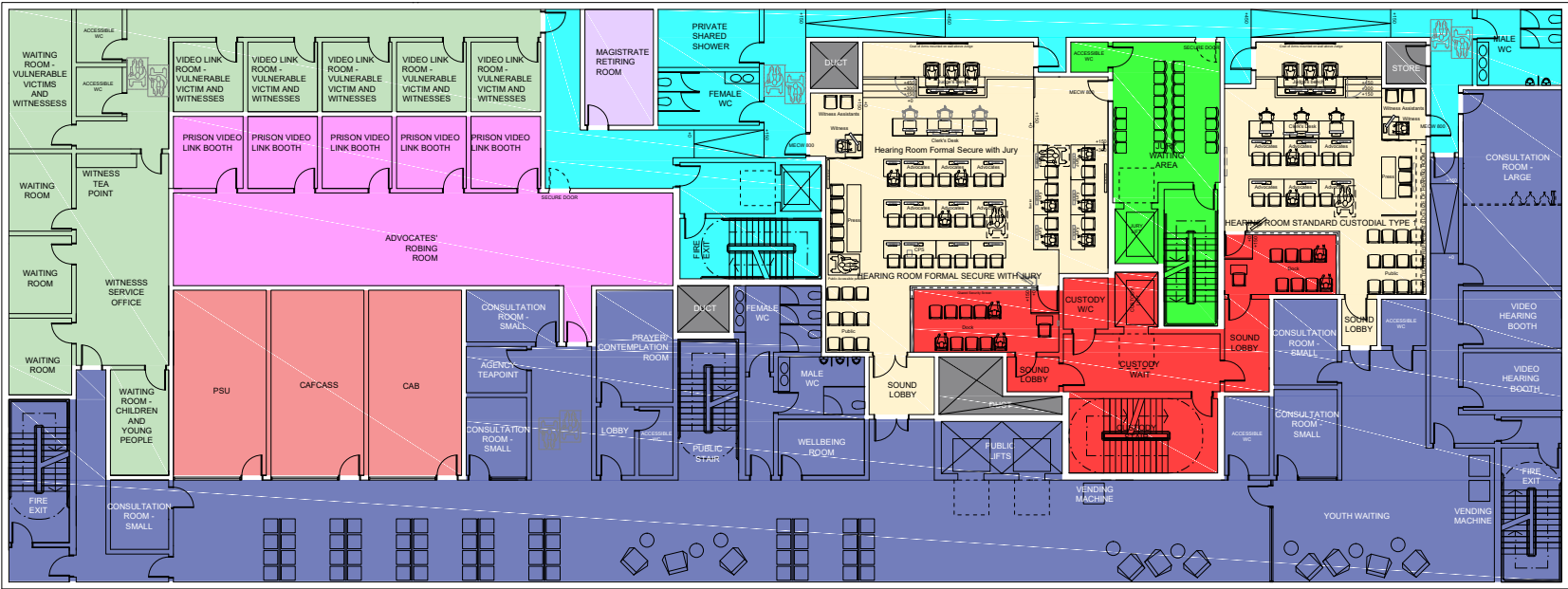
The types and quantum of spaces does not reflect a preferred operating model. The following plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this design guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this design guide.

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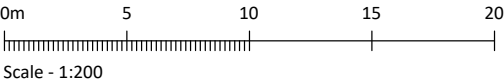
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HEARING ROOMS	JURY	CUSTODY	PUBLIC	WITNESS SUITE	ADVOCATES
JUDICIARY	SUPPORT SPACE	BUILDING SERVICES	MANAGED CIRCULATION	AGENCIES	

Multi-Jurisdiction First Floor Plan



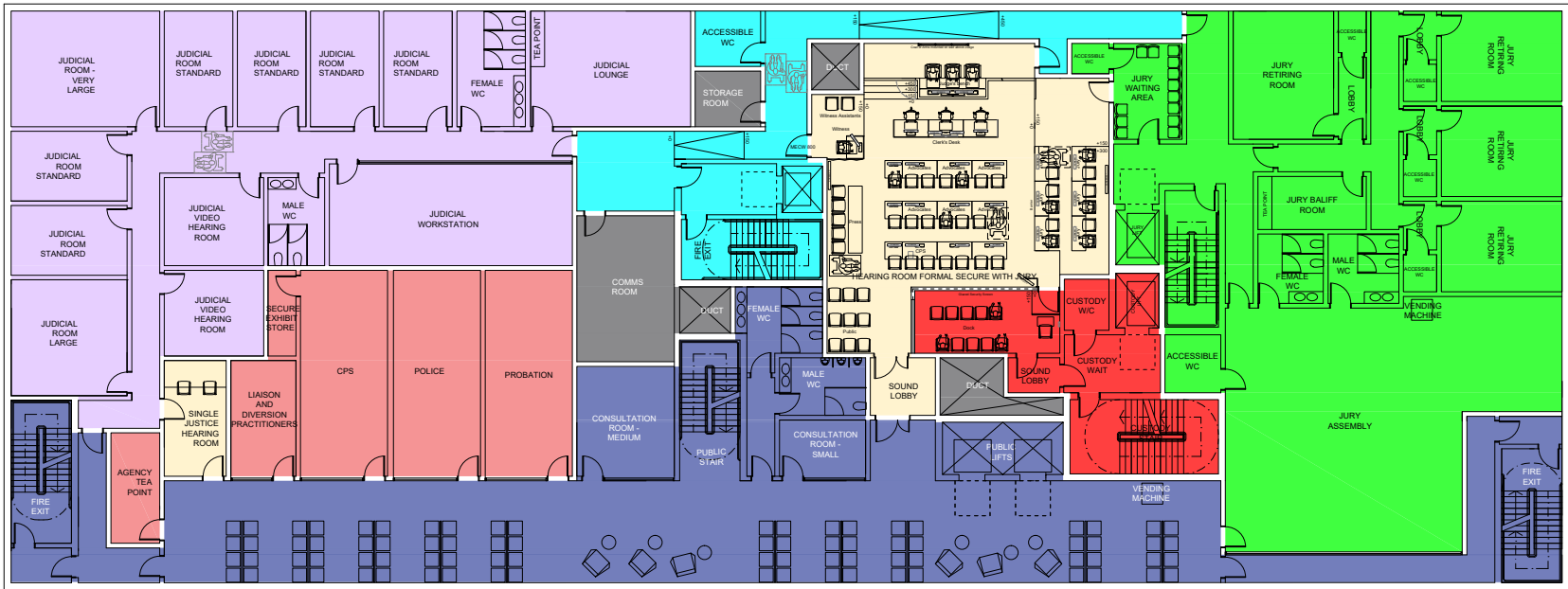
First Floor



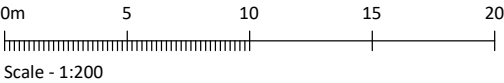
LEGEND

 HEARING ROOMS	 JURY	 CUSTODY	 PUBLIC	 WITNESS SUITE	 ADVOCATES
 JUDICIARY	 SUPPORT SPACE	 BUILDING SERVICES	 MANAGED CIRCULATION	 AGENCIES	

Multi-Jurisdiction Second Floor Plan

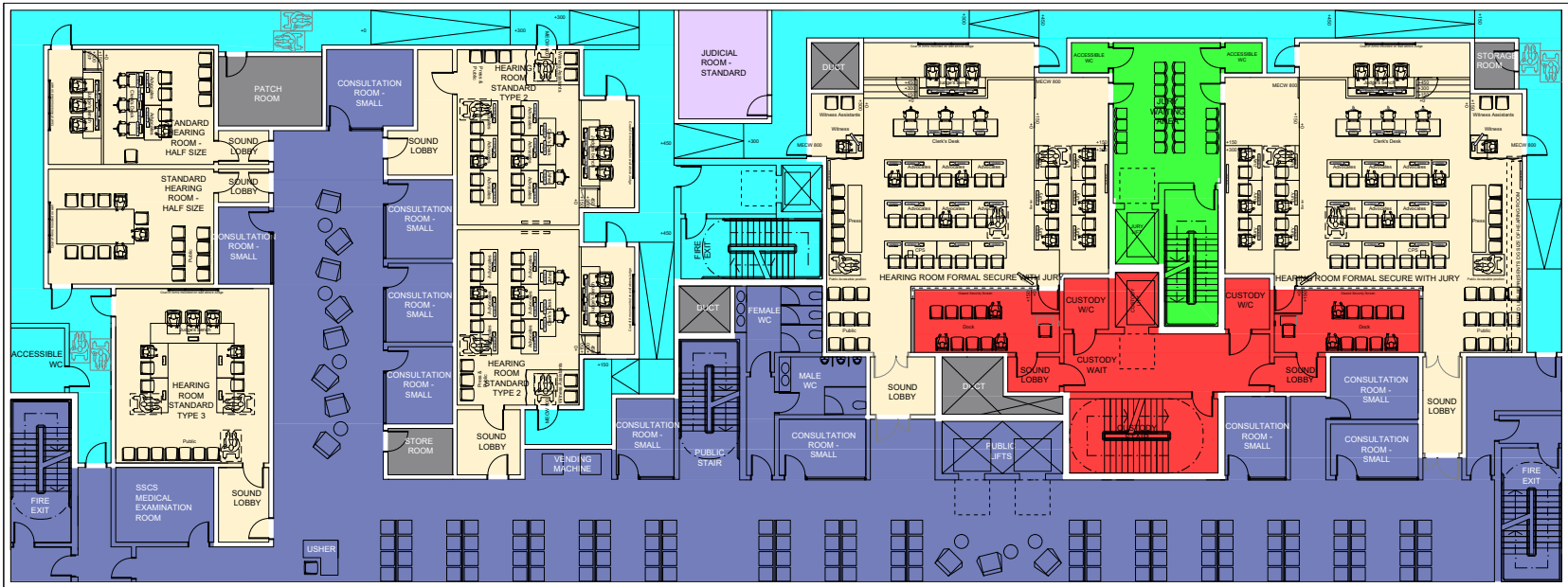


Second Floor

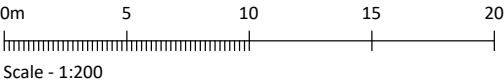


	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Multi-Jurisdiction Third Floor Plan



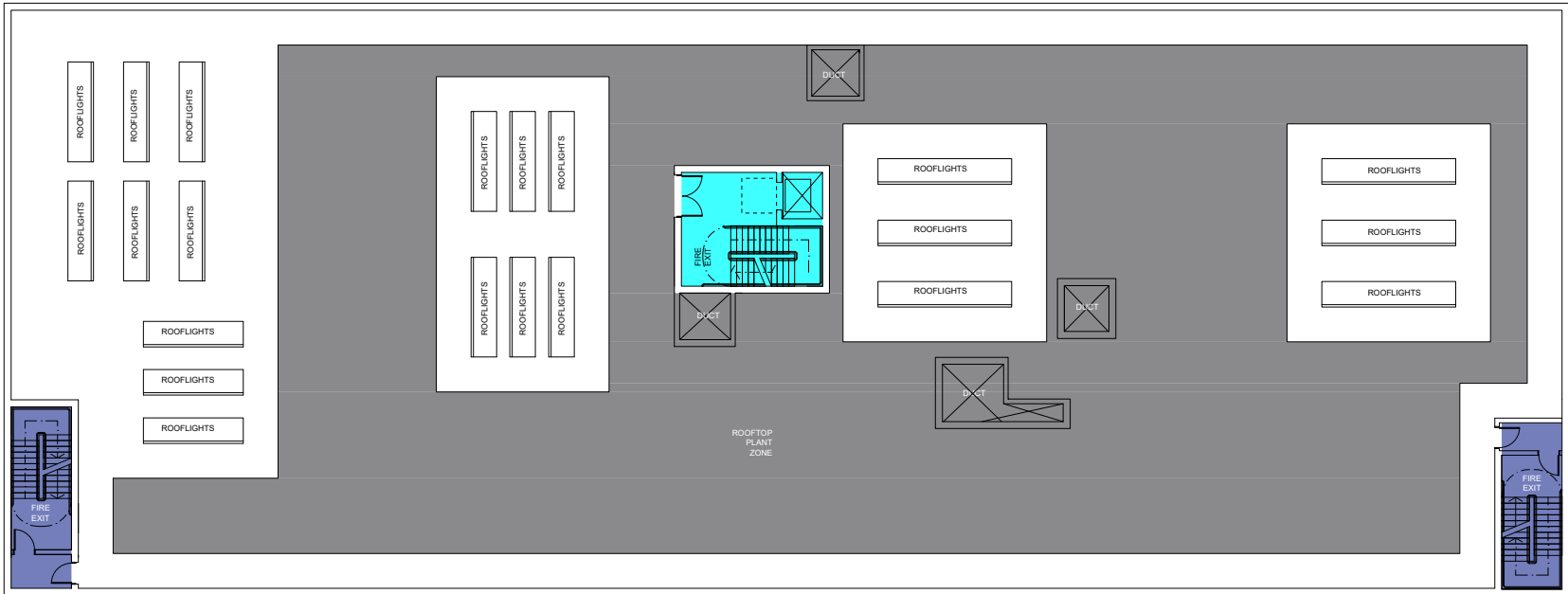
Third Floor



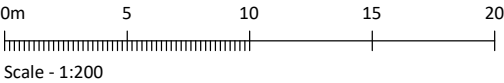
LEGEND

HEARING ROOMS	JURY	CUSTODY	PUBLIC	WITNESS SUITE	ADVOCATES
JUDICIARY	SUPPORT SPACE	BUILDING SERVICES	MANAGED CIRCULATION	AGENCIES	

Multi-Jurisdiction Roof Plan



Roof Plan



LEGEND

	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

General Arrangement Plans - Criminal Court Building

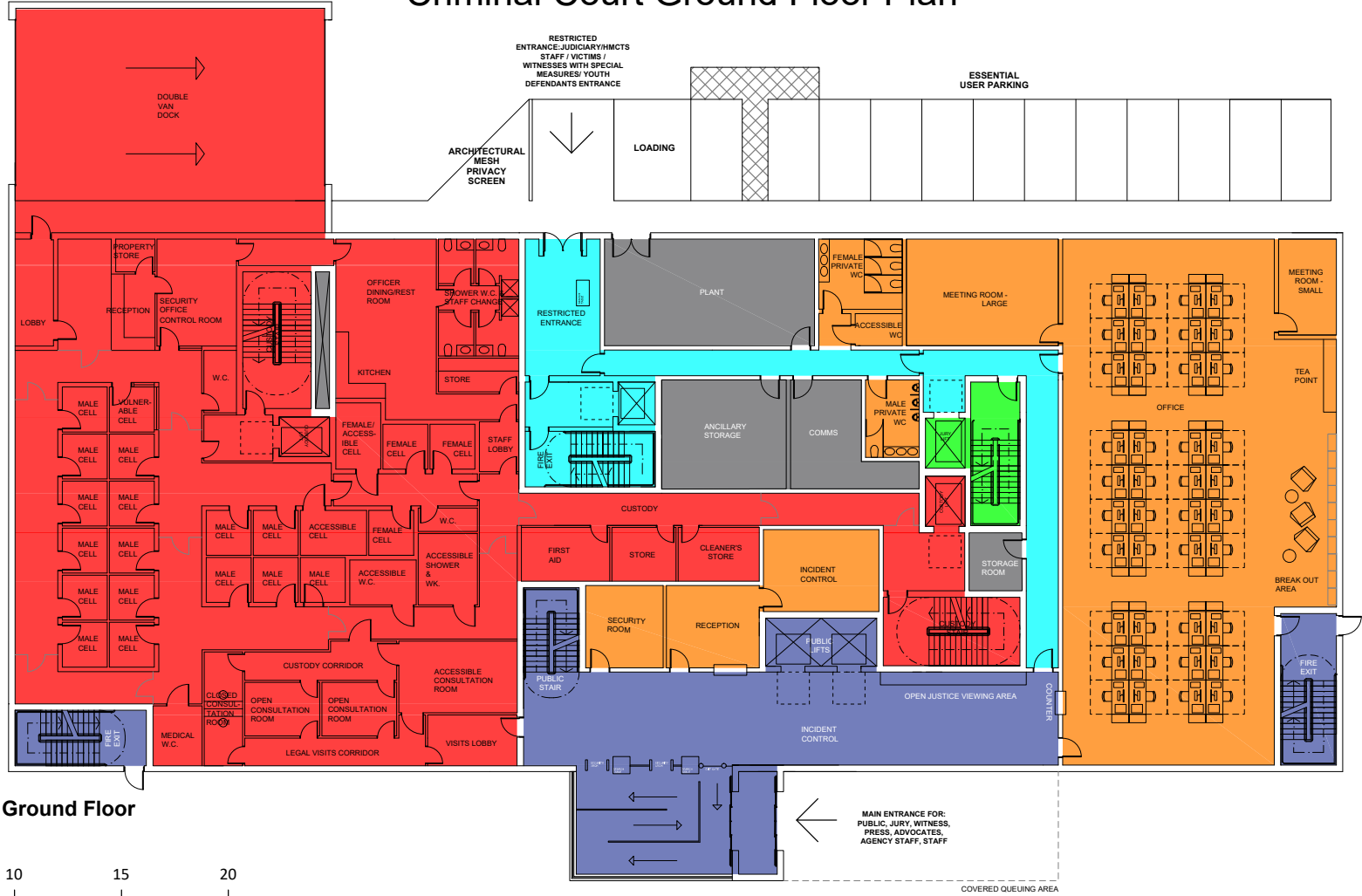
For this blueprint, general arrangement plans have been developed for a conceptual Crime Court and Tribunal Building. The model is based on the provision of the following key elements of accommodation which could support a variety of criminal hearings within a single facility:

- Ten hearing rooms (five Formal Secure with Jury, one Formal Secure non-Jury and four Standard Custodial Type 1).
- Custodial facilities servicing the hearing rooms.
- Judicial accommodation.
- Centralised Jury accommodation.
- HMCTS and non-HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates rooms.
- Segregated circulation and space for building services.

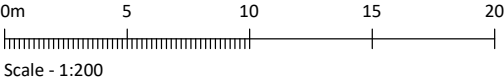
The custody accommodation shown in the blueprint is indicative and reference should be made to the MoJ Court Custody Suite Design Guide when developing compliant custody suite proposals.

The types and quantum of spaces does not reflect a preferred operating model. The following plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this design guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this design guide.

Criminal Court Ground Floor Plan



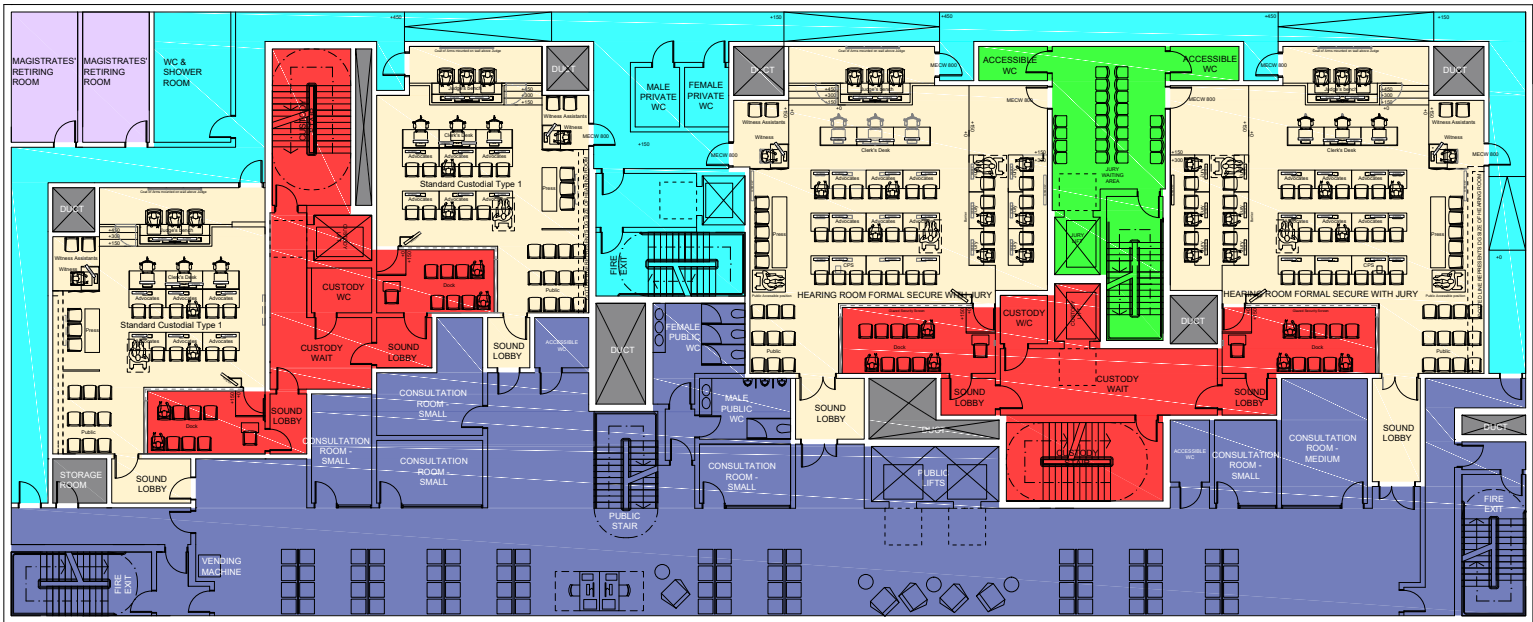
Ground Floor



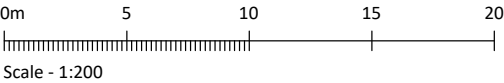
LEGEND

HEARING ROOMS	JURY	CUSTODY	PUBLIC	WITNESS SUITE	ADVOCATES
JUDICIARY	SUPPORT SPACE	BUILDING SERVICES	MANAGED CIRCULATION	AGENCIES	

Criminal Court First Floor Plan



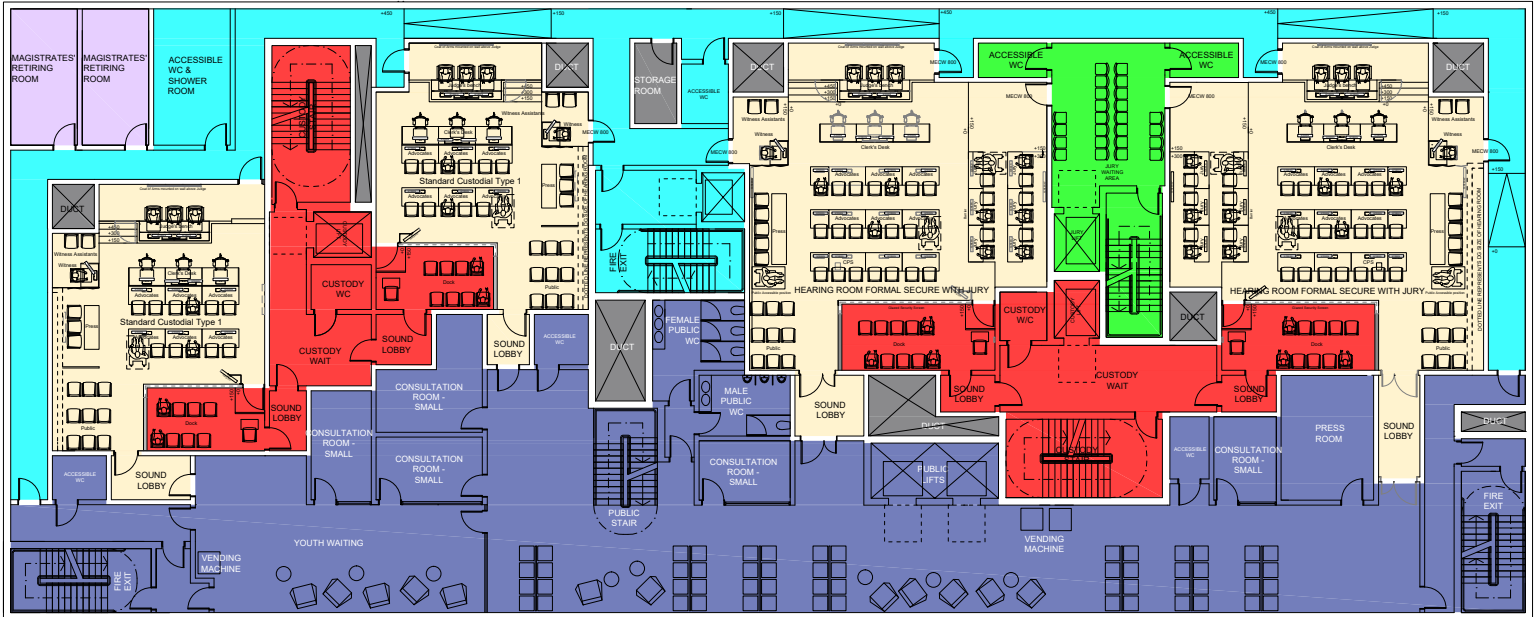
First Floor



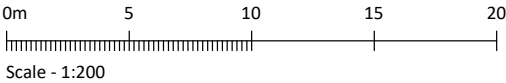
LEGEND

	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Criminal Court Second Floor Plan



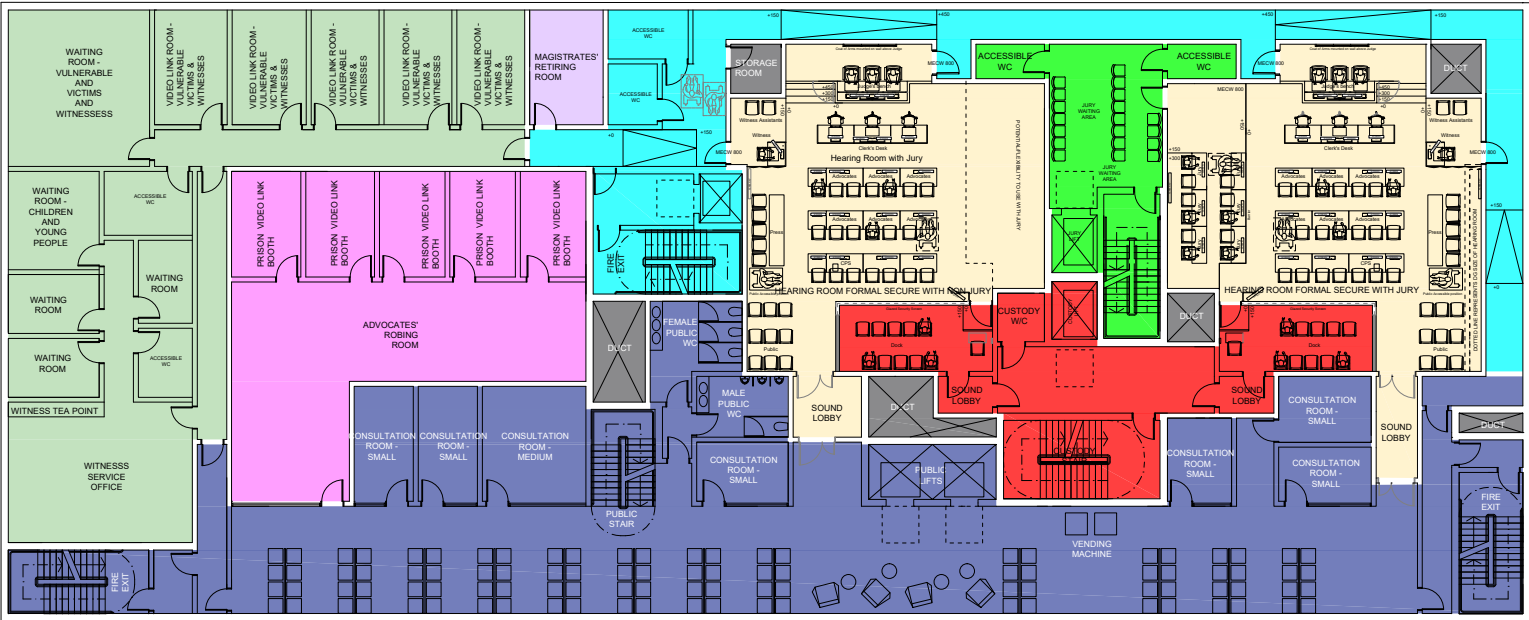
Second Floor



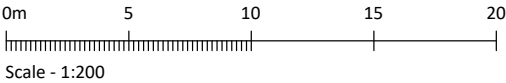
LEGEND

	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Criminal Court Third Floor Plan



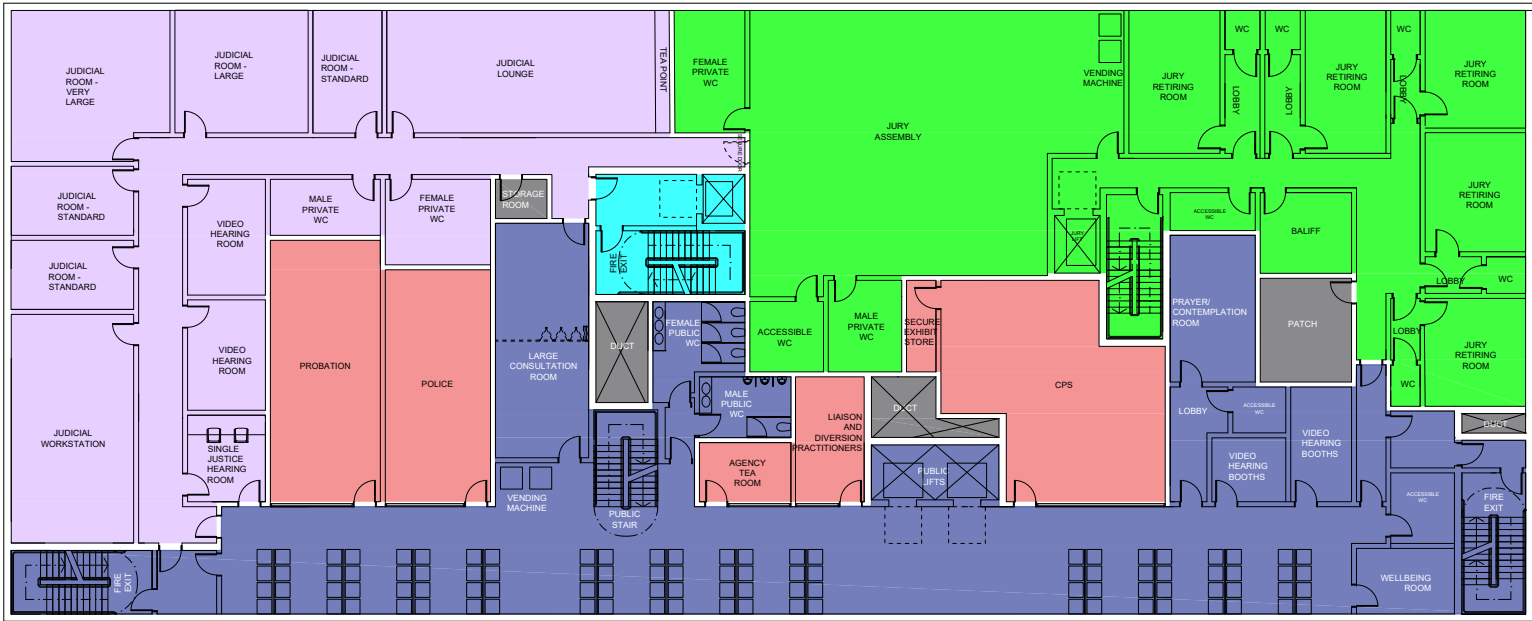
Third Floor



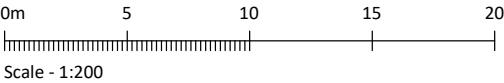
LEGEND

	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Criminal Court Fourth Floor Plan

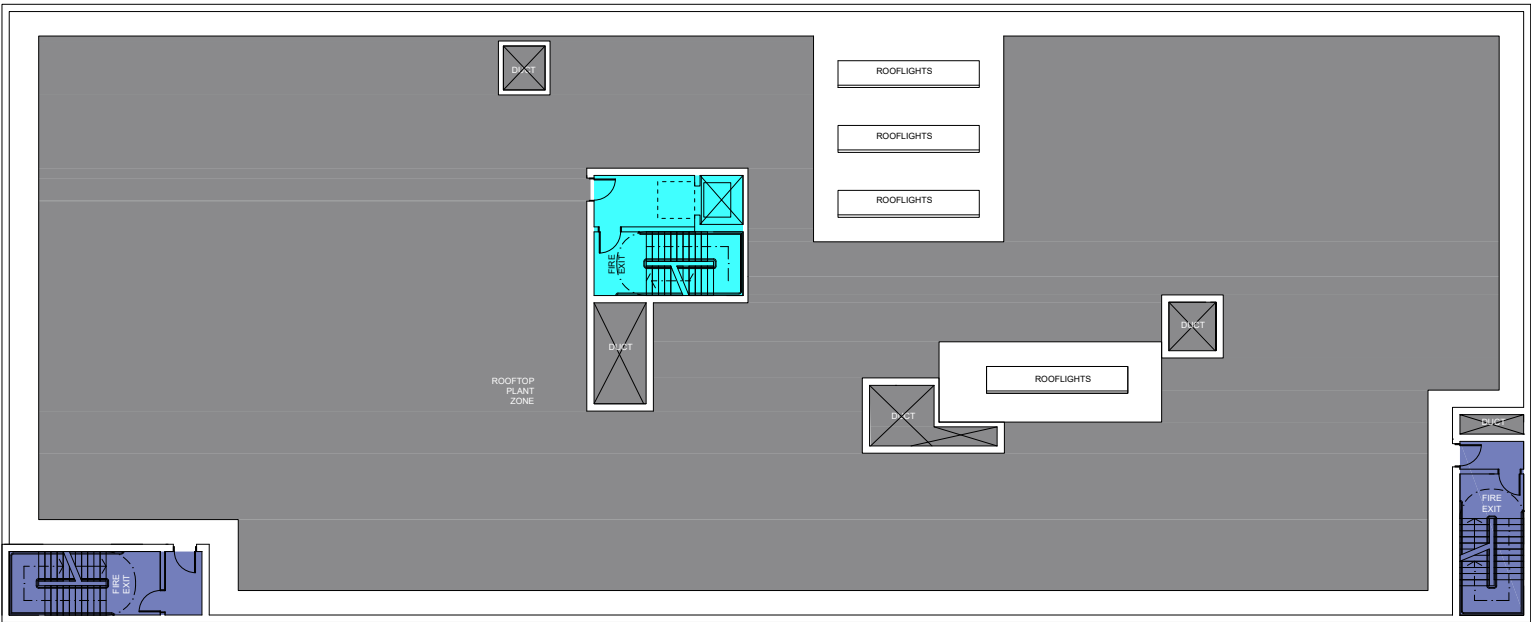


Fourth Floor

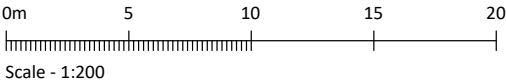


	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Criminal Court Roof Plan



Roof Plan



LEGEND

HEARING ROOMS	JURY	CUSTODY	PUBLIC	WITNESS SUITE	ADVOCATES
JUDICIARY	SUPPORT SPACE	BUILDING SERVICES	MANAGED CIRCULATION	AGENCIES	

General Arrangement Plans - Civil, Family and Tribunal Building

For this blueprint, general arrangement plans have been developed for a conceptual Civil, Family and Tribunal Building. The model is based on the provision of the following key elements of accommodation which could support a variety of civil, family and tribunal hearings within a single facility:

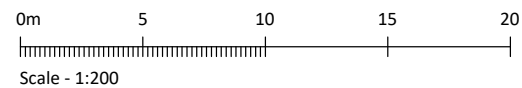
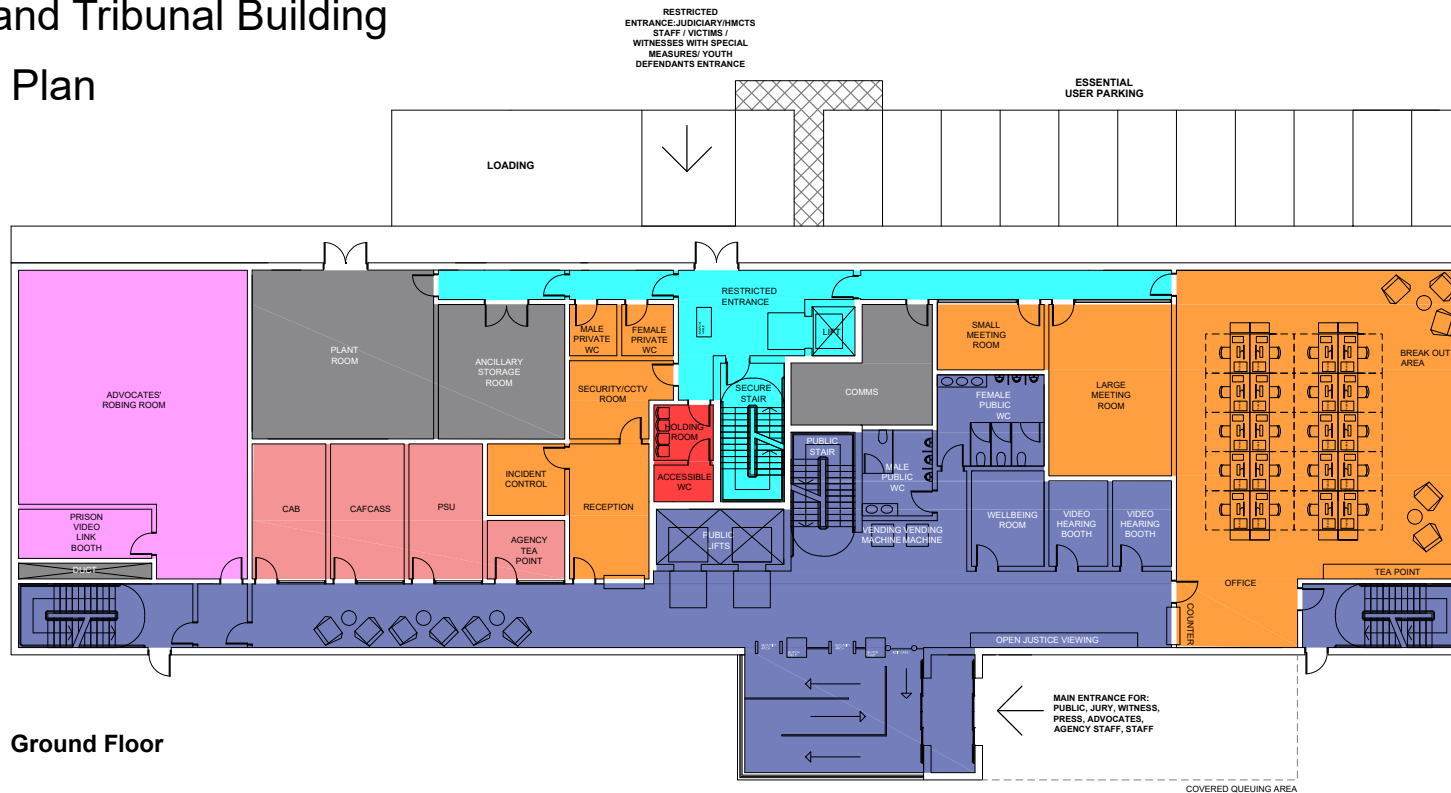
- Ten hearing rooms (six Standard Hearing Rooms Type 2, two Standard Hearing Room Type 3, and one Standard Hearing Room Half Size and one Standard Custodial Type 1).
- Judicial accommodation.
- HMCTS and non HMCTS workplace.
- Public waiting areas, consultation rooms, witness accommodation and advocates room.
- Segregated circulation and space for building services.

Attention should be given to the inclusion of the Type 1 Custodial Hearing Room and the increased flexibility and functionality a secure dock could offer the court and tribunal building. Access to this dock is via the shared secure stair under suitable escort.

The types and quantum of spaces does not reflect a preferred operating model. The following plans are indicative concept designs; it is the responsibility of the contractor to develop each unique project solution which complies with the standards set in this design guide and all other statutory requirements. The plans should be read in conjunction with the Room Data Sheets found elsewhere in this design guide.

Civil, Family and Tribunal Building

Ground Floor Plan

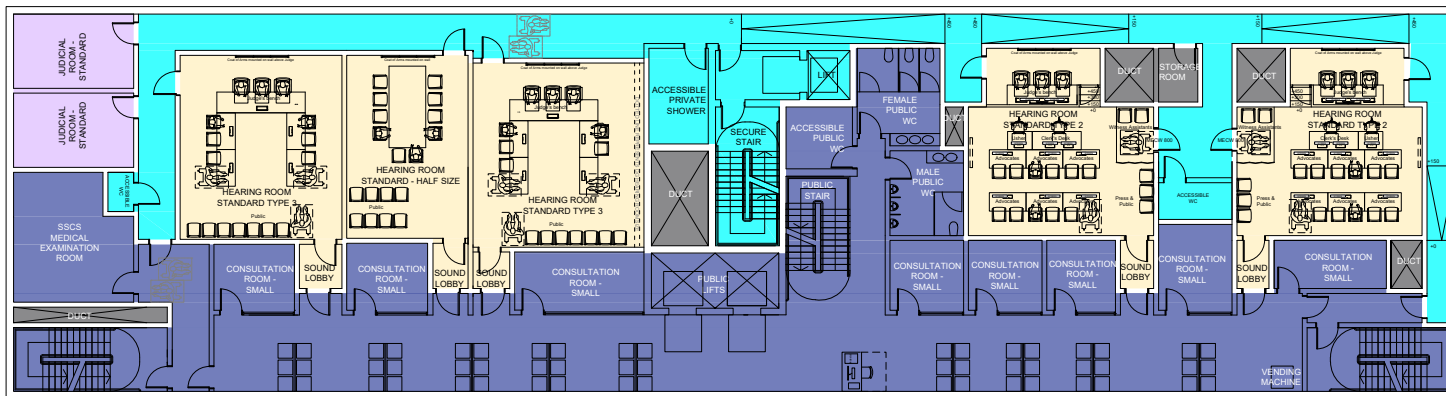


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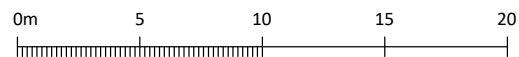
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JUDICIARY	SUPPORT SPACE	BUILDING SERVICES	MANAGED CIRCULATION	AGENCIES	

Civil, Family and Tribunal Building

First Floor Plan



First Floor



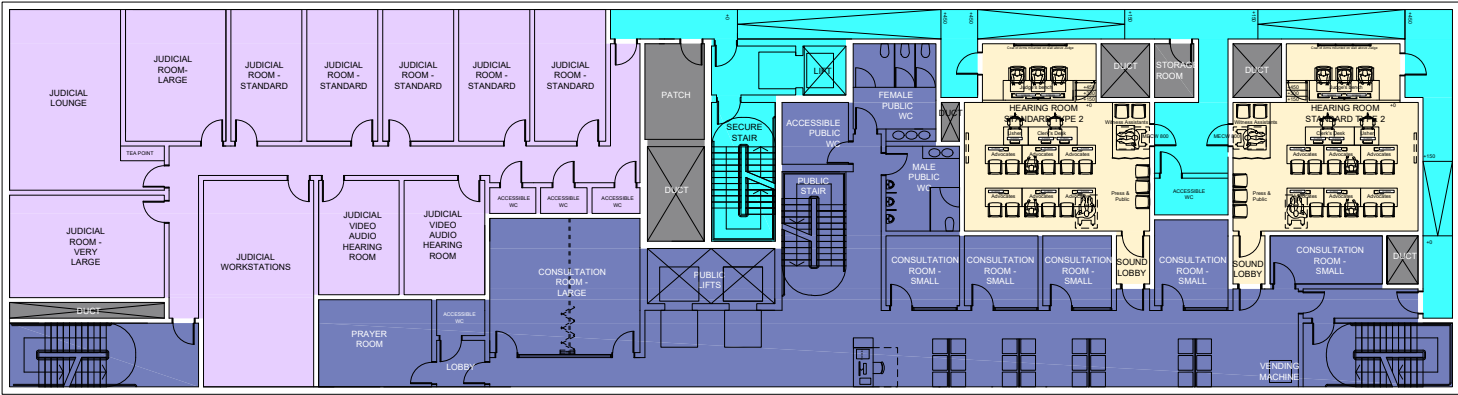
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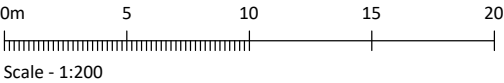


Civil, Family and Tribunal Building

Second Floor Plan



Second Floor

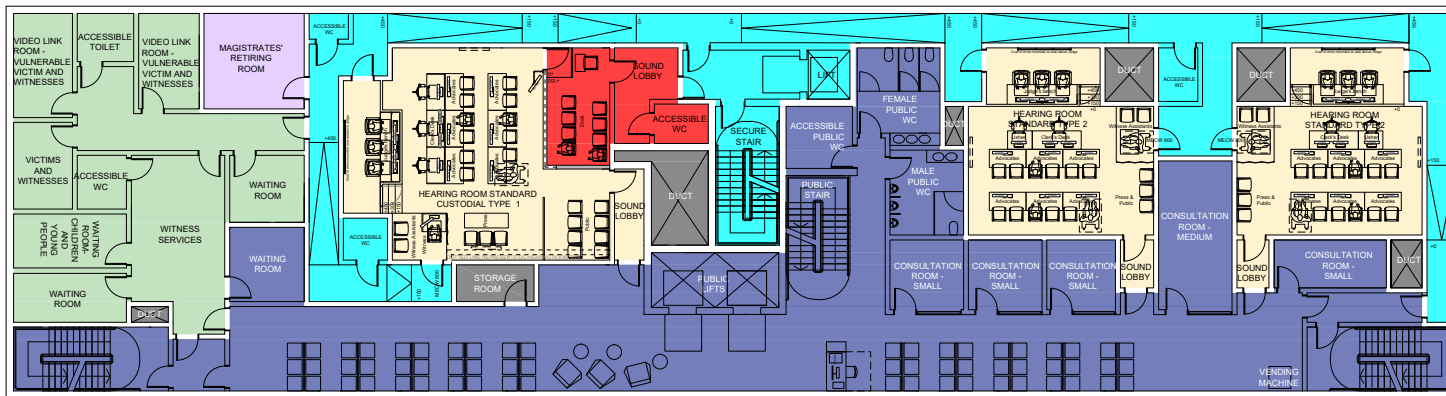


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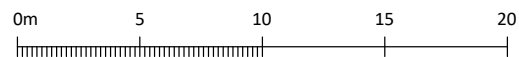
	HEARING ROOMS		JURY		CUSTODY		PUBLIC		WITNESS SUITE		ADVOCATES
	JUDICIARY		SUPPORT SPACE		BUILDING SERVICES		MANAGED CIRCULATION		AGENCIES		

Civil, Family and Tribunal Building

Third Floor Plan



Third Floor



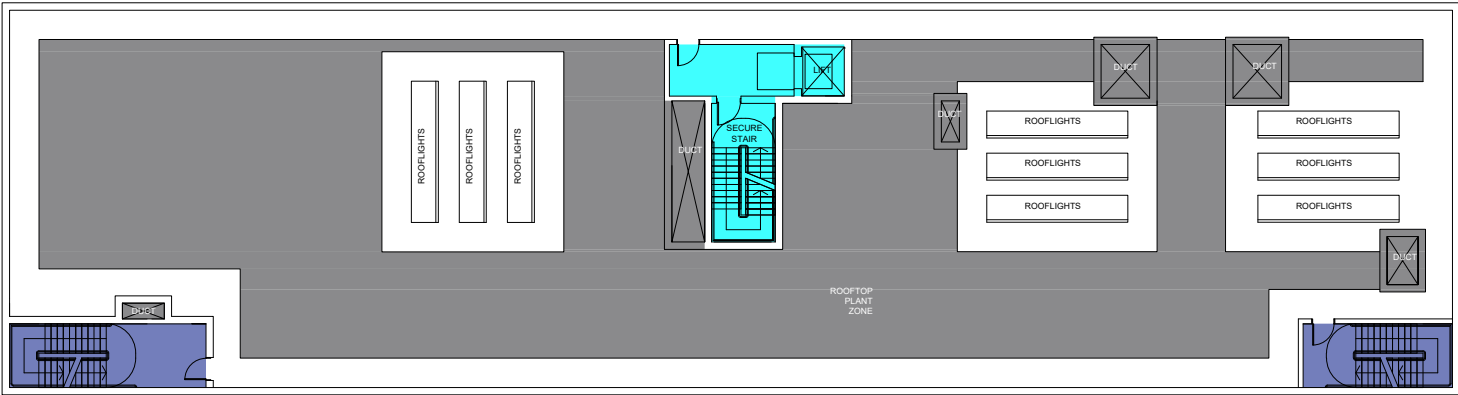
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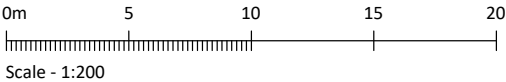


Civil, Family and Tribunal Building

Roof Plan



Roof Plan



Appendix E - Heating and Ventilation

“The Approved Code of Practice suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius. If the work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius.”

“A reasonable temperature for a workplace depends on work activity and the environmental conditions of the workplace.”

HSE

<https://yougov.co.uk/news/2014/07/16/ideal-temperature-21c/>

The Workplace (Health, Safety and Welfare) Regulations 1992, 8 Regulation 6 requires that you ensure effective ventilation for any enclosed workplace by providing a sufficient quantity of fresh or purified air. The associated Approved Code of Practice and Guidance gives you practical guidance.

Building Regulations - Part F - Ventilation

BS EN 15316-4-2 - Heating systems in buildings

BS EN 12831 – Heating Systems in buildings

CIBSE - Guides; Commissioning Codes; Technical Memoranda;

Building Energy Codes

The recommended fresh air supply rates per person are given in the *CIBSE Guide A: Environmental Design*¹⁰ produced by the Chartered Institution of Building Services Engineers (CIBSE).

BS EN 806-5 – Specifications for installations inside buildings conveying water for human consumption

BS 8558 – Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings

BS ISO 15875 – Plastic piping systems for hot and cold water installations; Application Manuals; HSG202

A recommended fresh air supply rate of 8 litres per second per person should provide a clean and hygienic workplace in open plan offices, shops and even factories. (see CIBSE Guide A10).

MS Guidance

CIBSE Guide H: Building Control Systems

CIBSE - CCC Commissioning Code C: Automatic Controls

Standard Specifications For BMS, AG 9/2001, BSRIA;

Recommended Air Changes

While the Building Regulations detail the level of ventilation required in specific premises many engineers will also refer to the 'Recommended Air Change Rates' detailed within the CIBSE (Chartered Institute of Building Services Engineers) guides.

Application Air changes per hour

Cafes/Coffee Bars	10 to 12
Changing Rooms	6 to 10
Hearing rooms and Conference Rooms	8 to 10
Entrance Halls	3 to 5
Offices	4 to 6
Showers/Bathrooms	15 to 20
Stores/Warehouses	3 to 6
Toilets – public	6 to 8
Utility rooms	15 to 20

Appendix F - Power, Data & Requirements

Indicative template for hearing rooms

(Crown Courtrooms, Magistrates Courtrooms, County Courtrooms and Hearing Rooms (formerly known as District Judge's Chambers), Tribunals Hearing Rooms)
NB: 1 to 17 below relate to fixed positions in/on furniture (or on walls). Where furniture is not fixed in the well of the court, RJ45s and 13A sockets will be presented in the floor.

	A Position	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
		Dual means 2 RJ45 modules in a single-gang faceplate. Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.	Tein means two 13A sockets in double-gang faceplate. All numbers below are indicative only.		
1	Not used	Not used	Not used	Not used	Not used
2	Fixed Judge's/Magistrate's/Adjudicator's bench	2 x quad		4 x tein	
3	Fixed Clerk's desk	2 x quad = 8*	*NB where these three benches (3, 4 and 5) form one item of furniture, the three requirements may be consolidated and reduced to a total of 14 outlets (variously quad and dual).	4 x tein*	*NB where these three benches (3, 4 and 5) form one item of furniture (or where one of them is not fixed), the three requirements may be consolidated and reduced to a total of 7 tein.
4	Fixed Usher's/Court staff bench	2 x dual = 4*		2 x tein*	
5	Fixed Exhibits bench	2 x dual = 4*		2 x tein*	
6	Any other fixed usher position	1 dual		1 x tein	
7	Fixed Front advocates' bench	2 x quad	If the ends of these benches have a modesty panel, a grommet hole and cover should be provided to allow cables to pass through to serve e.g. a monitor on a stand or trolley.	7 x tein	As for RJ45s

	A Position	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
		Dual means 2 RJ45 modules in a single-gang faceplate. Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.		Tein means two 13A sockets in double-gang faceplate. All numbers below are indicative only.	
8	Each subsequent fixed advocates' bench	2 x quad	As above	6 x tein	As above
9	Dock	2 x dual	One dual immediately below ceiling (for video); the other on side wall of dock (for dockphone).	2 x tein	As for RJ45s.
10	Each jury bench	2 x dual	Accessed by grommet hole in benchtop	2 x tein	Accessed by grommet hole in benchtop
11	High level on wall above and behind jury	3 x dual	Immediately below ceiling. May also be required in non-jury courtrooms.	1 x tein	As for RJ45s.
12	Fixed Witness Box	1 x dual	e.g. on inside of modesty panel	1 x tein	With RJ45s.
13	High level on wall above and behind witness box	3 x dual	Immediately below ceiling.	1 x tein	As for RJ45s.
14	Areas in floor/well of court not covered by benching	2 dual per 9 m ²	In floorboxes.	2 x tein per 9 m ²	N.B. 14, 15 and 16 should be considered together for each courtroom, the purpose being to provide a tein 13A socket, wherever a monitor or TFT/Plasma screen is required to show pictures, text or video. The positioning of these outlets should take into consideration the requirements for these monitors/screens to be clearly visible from various positions in the courtroom.
15	Each area of fixed public seating (including seating areas used for jurors in waiting)	1 x dual	N.B. 14, 15 and 16 should be considered together for each courtroom, the purpose being to provide 2 dual RJ45s, whenever a monitor or TFT/Plasma screen is required to show pictures, text or video. The positioning of these outlets should take into consideration the requirements for these monitors/screens to be clearly visible from various positions in the courtroom.	1 x tein	
16	Fixed benches for Press, Probation, Accredited Officer, Victim support.	1 x dual		1 x tein	

	A Position	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
			Dual means 2 RJ45 modules in a single-gang faceplate Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.	Twin means two 13A sockets in double-gang faceplate All numbers below are indicative only.	
17	Either telephone position at rear of courtroom; or, sound lobby outside courtroom. (May require acoustic hood)	1 x dual	Wall mounted at 450 FFL	1 x twin	Wall mounted at 450 FFL
18	Wall of courtroom having movable furniture.	1 x quad per 9 m ²	In floorboxes. NB This is the general statement applicable to Courtrooms e.g. County Courtrooms and Hearing Rooms which do not have fixed furniture in the well of the court.	2 x twin per 9 m ²	As for RJ45s.

Indicative template for non-courtroom areas in HMCS buildings

	A Office, Room or position within the building	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
		Dual means 2 RJ45 modules in a single-gang faceplate Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.		Twin means two 13A sockets in double-gang faceplate All numbers below are indicative only.	
1	Crown Court/ County Court Waiting Room	2 x quad		4 twin	
2	Magistrates' Waiting Room	3 x quad or 6 x dual		6 twin	
3	DJ's Waiting Room	2 x quad		8 twin	
4	Outside each Crown courtroom	1 x dual	High level, immediately below ceiling. NB consideration to be given whether to install the same points outside county courtrooms and hearing rooms	2 twin	As for RJ45s.
5	Each potential Kiosk point (usually near reception)	1 x dual	450mm FFL	2 twin	As for RJ45s.
6	Jury holding area	1 x dual	450mm FFL	1 twin	As for RJ45s.

A	Office, Room or position within the building	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
7	Jury assembly area including jury dining/jury lounge/canteen.	Dual means 2 RJ45 modules in a single-gang faceplate. Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.	Twin means two 13A sockets in double gang faceplate. All numbers below are indicative only.		
		Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level (for Xhibit2).	One twin need to each dual RJ45	
		Multiply number of Criminal courtrooms served by three and round up to even number.	Provide as duals, spread out on wall(s) at 900mm FFL (for use by jurors with laptops). Sited as far from the food/social/television end of this area as possible. Ensure that 2 of the total number of duals are sited at the Jury Reception desk within this room.	One twin need to each dual RJ45	As for RJ45s
8	Judges' Dining	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level	One twin need to each dual RJ45	As for RJ45s
		2 x dual	Low level on opposite walls at 450FFL	One twin need to each dual RJ45	As for RJ45s
9	Judges' Lounge	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level	One twin need to each dual RJ45	As for RJ45s
		2 x dual	Low level on opposite walls at 450FFL	One twin need to each dual RJ45	As for RJ45s
10	Advocates' Dining	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level (for Xhibit2)	One twin need to each dual RJ45	As for RJ45s
		2 x dual	Low level on opposite walls at 450FFL	One twin need to each dual RJ45	As for RJ45s

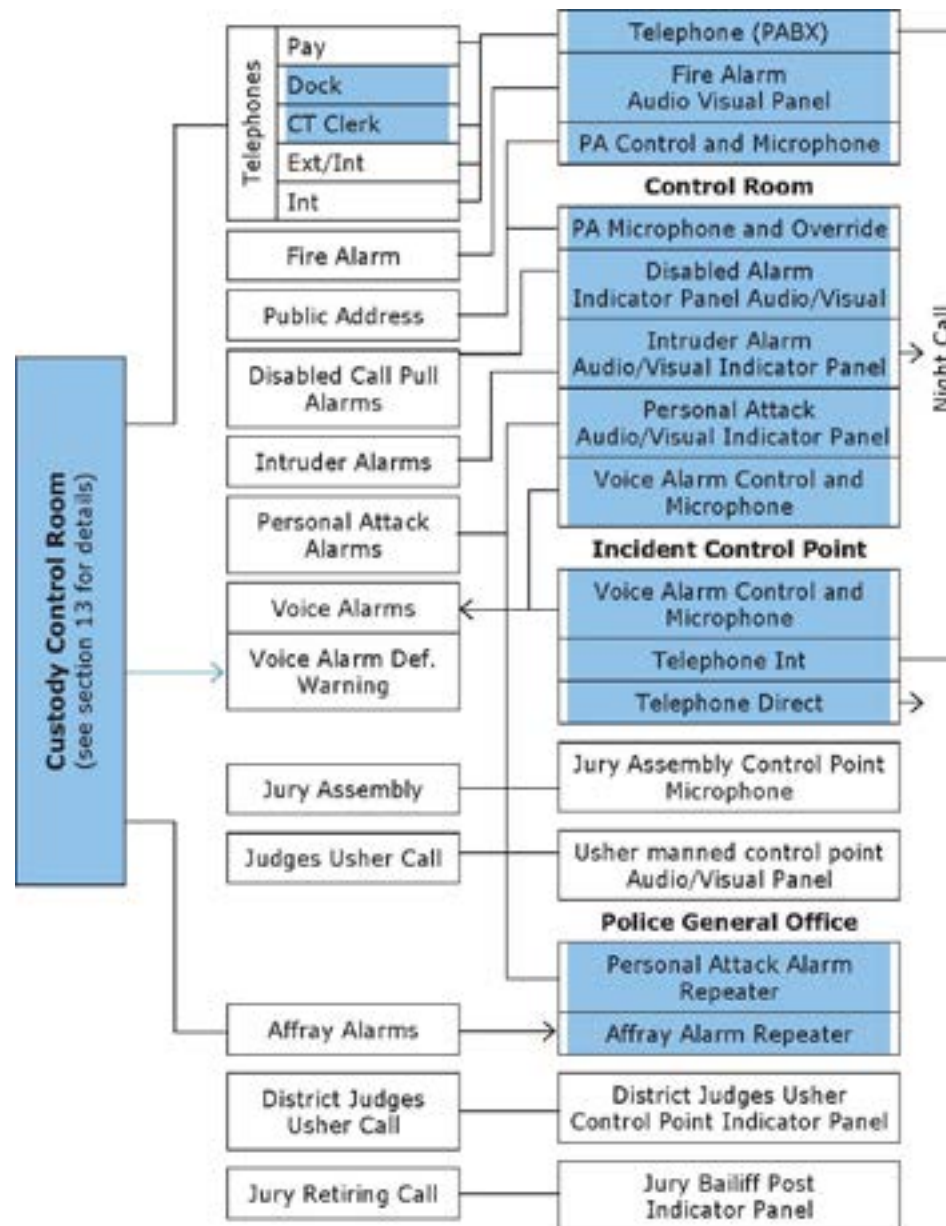
A	Office, Room or position within the building	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
11	Advocates' Robing	Dual means 2 RJ45 modules in a single-gang faceplate. Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.	Twin means two 13A sockets in double gang faceplate. All numbers below are indicative only.		
		Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level (for Xhibit2)	One twin need to each dual RJ45	As for RJ45s
		2 x dual	Low level on opposite walls at 450FFL	One twin need to each dual RJ45	As for RJ45s
12	Library	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level	One twin need to each dual RJ45	As for RJ45s
		2 x dual	In floor or in skirting trunking, depending on room layout.	One twin need to each dual RJ45	As for RJ45s
13	Public Canteen	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run.	High level (for Xhibit2)	One twin need to each dual RJ45	High level
14	Main entrance / Foyer / Reception area / General circulation areas in County Courts	Round number of courtrooms up to nearest even number and present as duals (e.g. building with 9 courtrooms requires 5 x dual). 1 dual outlet for high level plasma screen for court information.	High level (for Xhibit2) Also some requirement for high-level plasma screens in general circulation areas of county courts. NB: Where it is planned to install high-level screens, consideration needs to be given to whether walls need reinforcing.	Two twin need to each dual RJ45 One twin need to dual RJ45 for court information plasma screen	High level
15	Reception desk	2 x quad	If below counter level, provide grommet holes in counter.	4 twin	
16	Information desk (where different from above)	2 x dual	If below counter level, provide grommet holes in counter.	1 twin next to each dual	

A	B	C	D	E
Office, Room or position within the building	RJ45 outlets	Notes on RJ45s	Switched 13A sockets	Notes on 13A sockets
17	Press Office/ Overpill room (also known as Media Annex)	Dual means 2 RJ45 modules in a single-gang faceplate Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only. 4 outlets per 9m ² or 4 outlets per desk, whichever is the greater. Permanent Press Offices/Overpill areas are usually limited to the larger courts. N.B. Indicative only. Must be agreed on a project by project basis but would usually include infrastructure for both audio and visual feeds.	Twin means two 13A sockets in double gang faceplate All numbers below are indicative only. 2 twin per 9m ² or 2 twin per desk, whichever is the greater	As for RJ45s
18	Exhibits Room (or any adjacent room to be used for networked Video conferencing)	2 x dual	1 twin next to each dual	As for RJ45s
19	Video witness room	1 x dual 1 x quad	1 x twin 2 x twin	As for RJ45s At low level
20	Dial up/patch room for V&V (where exists)	3 x quad	6 twin	Two twins with each quad RJ45
21	Small hearing Room for advocates to hold video conference with defendant in prison	1 x dual	1 twin	As for RJ45s

A	B	C	D	E
Office, Room or position within the building	RJ45 outlets	Notes on RJ45s	Switched 13A sockets	Notes on 13A sockets
22	Open plan office areas generally, e.g. General Office, List Office, back office, HQ office.	Dual means 2 RJ45 modules in a single-gang faceplate Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only. 4 outlets per 9m ² or 4 outlets per member of staff, whichever is the greater.	Twin means two 13A sockets in double gang faceplate All numbers below are indicative only. 2 twin per 9 m ² or 2 twin per member of staff, whichever is the greater	As for RJ45s
23	Agencies (including CPS, Police Liaison, Probation, Shorthand writers, Witness Liaison/waiting)	Calculate approx. perimeter of room and install 1 x dual per 10m of wall run. 4 outlets per 9m ² or 4 outlets per member of staff, whichever is the greater.	High level (for Xhibit2) Options: On perimeter wall in skirting or dado trunking. Presented in raised floor by means of floorboxes.	One twin per dual RJ45 (adjacent) As for RJ45s
24	Counter	1 dual per position		1 twin per dual RJ45
25	Custody suite: Control Room	2 x dual 2 x dual	High level in opposite sides/corners of room (for Xhibit2 screens) Low level - see note for row 22 (offices areas generally).	One twin next to each dual RJ45 One twin next to each dual RJ45
26	Custody suite: Interview Rooms	2 x dual in each	Low level	One twin next to each dual RJ45 Opposite sides/ corner of room to Home Office standards
27	Custody suite: Main/Prisoner reception	2 x dual	Low level	One twin next to each dual RJ45 Opposite sides/ corner of room to Home Office standards

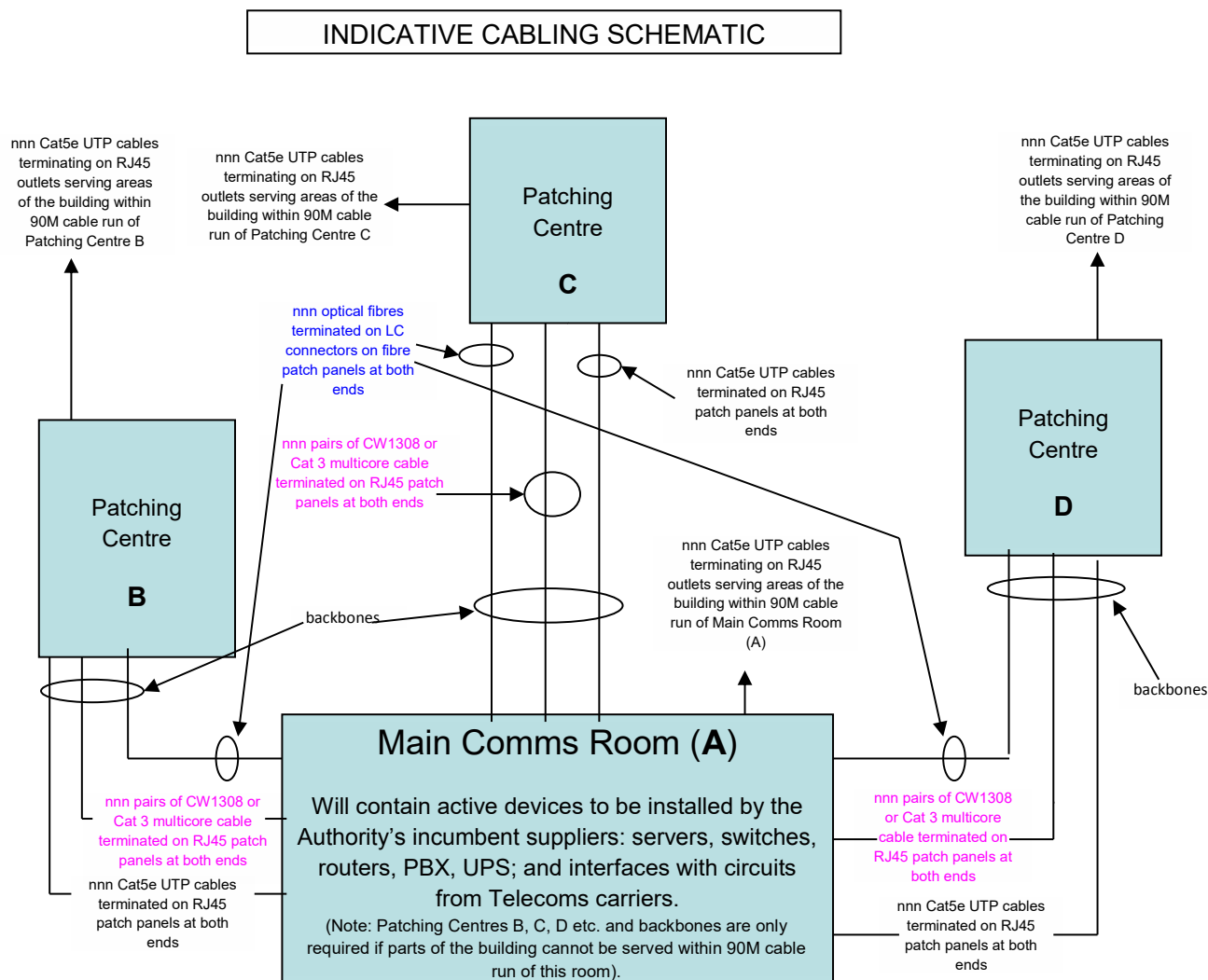
	A Office, Room or position within the building	B RJ45 outlets	C Notes on RJ45s	D Switched 13A sockets	E Notes on 13A sockets
		Dual means 2 RJ45 modules in a single-gang faceplate. Quad means 4 RJ45 modules in double-gang faceplate. All numbers below are indicative only.		Twin means two 13A sockets in double gang faceplate. All numbers below are indicative only.	
28	Custody suite: Principal Officer: Male Officer: Female Officer: Prison Officers' dining room	2 x dual in each	Low level	One twin need to each dual RJ45	Opposite sides/corner of room to Home Office standards
29	Jury retiring room	2 dual	450mm FFL	2 twin	
30	Interview Room/ consultation room/prayer room	Minimum = 1 dual	Positioned for occasional use, ideally on wall(s). For large rooms which may later have change of use, apply formula: 4 outlets per 9 m ²	One twin need to each dual RJ45	
31	Storeroom	1 dual	(Possible wall mounted telephone)	1 twin	
32	PEX room (if separate from Comm Room (A))	1 quad	900mm FFL		Power requirement to be defined depending on requirements of PEX installer
33	Any offices and rooms not specifically named above	4 outlets per 9m ² or 4 outlets per member of staff, whichever is the greater		One twin per dual RJ45	
34	Building generally: Vitalphone (e.g. in corridor, kitchen, plant room, lift motor room): Phone point in lift motor rooms, to serve lift car; Payphone; Fixedclock	1 x dual	Generally speaking below the phone or device to be served. NB some payphones are low to comply with DOA.	1 x twin at fixedclock	These telephones do not need small point.

Appendix G - Communications & Alarms



Appendix H - Indicative Cabling Schematic

The schematic below provides an indication of the normal cabling requirement. The basic topology consists of backbone cables radiating from the Main Comms Room (A), together with a star of horizontal UTP cabling radiating from each Patching Centre. In some buildings there may be a requirement to provide increased resilience by adding further fibre and/or copper links between comms rooms.



As a general principle the contractor shall install a structured cabling system to provide a common cabling infrastructure to support current and future ICT systems within the building, in accordance with the ICT Physical Infrastructure Guidelines. ICT systems will be installed by HMCTS and/or its incumbent suppliers upon handover of the building.

Appendix I - Feedback Proforma

HM Courts & Tribunals Service



HM Courts &
Tribunals Service

CTDG FEEDBACK SUMMARY PRO FORMA

Use the pro forma below to summarise feedback on the Design Guide once you have collated the results from the questionnaires.

Project Name:		Contract Value:	
Court and Tribunal Building Name:		Project Manager:	
Court and Tribunal Building Location:		Project Manager Contact Details:	
Project Start Date:		Project End Date:	
Project Details: – please summarise here the works undertaken at the Court and Tribunal Building (i.e what rooms or features were installed or improved as part of your refurbishment project)			
Please indicate what questionnaires were conducted during your project:	Baseline	Evaluation	Both
Please indicate which user group your questionnaires targeted:	General Users	Staff	Judiciary
Briefly summarise the questionnaire methodology: - i.e where the questionnaires were conducted, what time of day etc.			
Please state how effective you think this process was: - i.e did you feel the questionnaires fully captured the views of the targeted user group.			
Number of Respondents:			
<p>The following sections seek to record your views and feedback on the effectiveness of the design guide, with regards to the specific aspects refurbished at your court and tribunal building, using the responses you have obtained from the questionnaires, the opinions of your team, and other measures if any were used. This will form part of a lessons learnt feature that feeds back into the Design Guide to ensure continual improvement and development.</p> <p>Please enter the aspect that was refurbished (whether a particular room or feature) and first summarise positive feedback, and then what could be improved.</p> <p><u>Print off more feedback sheets as required.</u></p>			

CTDG FEEDBACK SUMMARY PRO FORMA

Room / Feature: - <i>i.e. wayfinding & signage, hearing room, waiting room, acoustic seating</i>
Brief Description of Works:
What worked well:
What could be improved:
Any further comments:

CTDG FEEDBACK SUMMARY PRO FORMA

Room / Feature: - <i>i.e. wayfinding & signage, hearing room, waiting room, acoustic seating</i>
Brief Description of Works:
What worked well:
What could be improved:
Any further comments:

CTDG FEEDBACK SUMMARY PRO FORMA

Room / Feature: - <i>i.e. wayfinding & signage, hearing room, waiting room, acoustic seating</i>
Brief Description of Works:
What worked well:
What could be improved:
Any further comments:

<p>Please use this section to record feedback on the Design Guide in general and any comments for improvement:</p>
<div></div>
<p>Once complete, please send as an attachment to courtandtribunaldesignguide@justice.gov.uk with the subject title: 'Court and Tribunal Name – CTDG Feedback Summary Proforma'</p>

Author Name: **Signature:** **Date:**

Appendix J - Courtroom ICP and VC equipment & cabling

Courtroom In-Court Presentation (ICP) and Video-Conferencing (VC) equipment & cabling

Within each courtroom, the internal ICP & Videolink structured cabling will be terminated on a 1u 24-port patch panel, located in a 21U comms cabinet - approximate size of 600 x 600 x 1010mm (DxWxH) situated within the Courtroom (location TBA). Terminated on this panel should be:

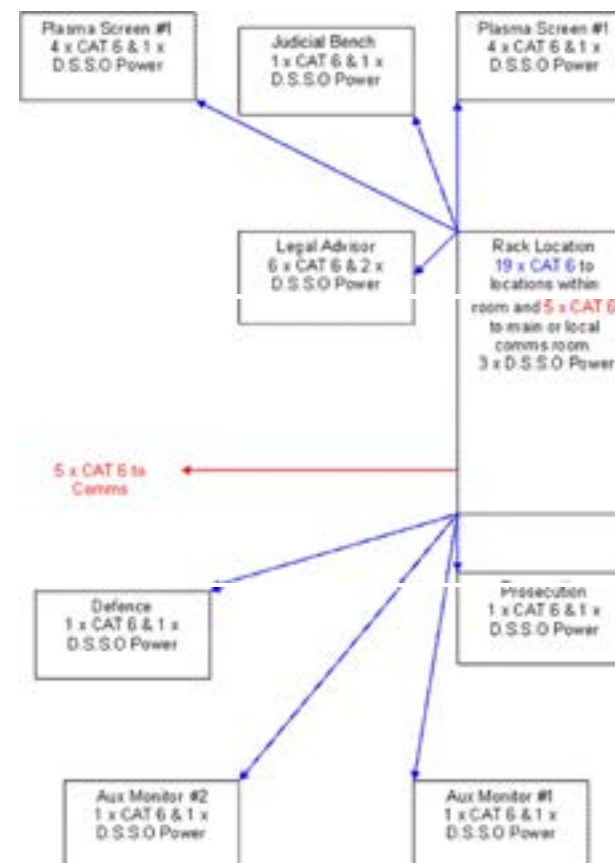
- The 19 ports required within each courtroom for videolink & ICP equipment, these ports should be numbered AV/01 to AV/19.
- In addition to this, there should be 5x Cat6 link cables terminating from the courtroom panel to the “UTP VL Links” patch-panels in the new Frame/Cabinet in the Main Comms Room, all labelled as ‘*court number/port number*’ (ie for court number 10 they would be 10/01 to 10/05).

Please see diagram below of CAT 6 requirements for court room with video link equipment rack located within:

Note that the Courtroom VC/ICP equipment comprises;

- Court Room Control Equipment – 12U
- Clickshare & Audio Mixer - 8U
- Patch Panel – 1U

The quantity of all other power & data within the courtroom to be as prescribed by the CDG. All other RJ45 data-outlets from the courtrooms (including the clerk's and judge's benches), and those from the chambers & offices/rooms, are to be terminated on the 24 port patch-panels in the Patching-Frames/Cabinets in the Main Comms Room.



Videolink & ICP Courtroom CAT 6 requirements

Appendix K - Additional MEP RDS Data

Hearing Room - Formal Secure With Jury	RJ45 (data)	Power	Notes
Hearing Room - Formal Secure With Jury - Judges' / Magistrates' / Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Clerk's Desk	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Ushers' / Court Staff Bench	2x dual	2x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Any Other Usher Position	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Front Advocates' Bench	2x quad	7x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Subsequent Advocates' Benches	2x quad	6 twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Secure Dock	2x dual	2x twin	
Jury Benches	1.5 per juror	1x twin per juror	Data ports to be rounded up to the nearest even number. Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
High Level Above & Behind Jury	3x dual	1x twin	Presented at high level for JVS VC equipment.

Witness Box	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
High Level Above & Behind Witness Box.	3x dual	1x twin	Presented at high level for JVS VC equipment.
Areas in floor / Well Of Court Not Covered By Benching	2x dual per 9sq m	2x twin per 9sq m	Presented in floor boxes.
Areas Of Public Seating	1x dual	1x twin	
Benches For Press / Probation etc	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Telephone Position At Rear Of Court / In Sound Lobby	1x dual	1x twin	
In-Court VC-ICP cabinet for local structured cabling	19x UTP within courtroom & 5x UTP to comms	3x twin	Specification as defined in document 'Courtroom IT cabling requirements for VL-ICP.pdf'

Hearing Room - Formal Secure Non-Jury	RJ45 (data)	Power	Notes
Judges' / Magistrates' / Adjudicators' Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Clerk's Desk	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.

Ushers' / Court Staff Bench	2x dual	2x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Any Other Usher Position	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Front Advocates' Bench	2x quad	7x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Subsequent Advocates' Benches	2x quad	6 twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Secure Dock	2x dual	2x twin	
Witness Box	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
High Level Above & Behind Witness Box.	3x dual	1x twin	Presented at high level for JVS VC equipment.
High Level Opposite Witness Box	3x dual	1x twin	Presented at high level for JVS VC equipment.
Areas in floor / Well Of Court Not Covered By Benching	2x dual per 9sq m	2x twin per 9sq m	Presented in floor boxes.
Areas Of Public Seating	1x dual	1x twin	

Benches For Press / Probation etc	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Telephone Position At Rear Of Court / In Sound Lobby	1x dual	1x twin	
In-Court VC-ICP cabinet for local structured cabling	19x UTP within courtroom & 5x UTP to comms	3x twin	Specification as defined in document 'Courtroom IT cabling requirements for VL-ICP.pdf'

Hearing Room - Standard Type 1, 2 & 3 - Not All items may be required depending on room use case	RJ45 (data)	Power	Notes
Judges' / Magistrates' / Adjudicators' Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Ushers / Court Staff Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Ushers' / Court Staff Bench	2x dual	2x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Any Other Usher Position	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.

Front Advocates' Bench	2x quad	7x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Subsequent Advocates' Benches	2x quad	6 twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Dock	2x dual	2x twin	
Witness Box	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
High Level Above & Behind Witness Box.	3x dual	1x twin	Presented at high level for JVS VC equipment.
High Level Opposite Witness Box	3x dual	1x twin	Presented at high level for JVS VC equipment.
Areas in floor / Well Of Court Not Covered By Benching	2x dual per 9sq m	2x twin per 9sq m	Presented in floor boxes.
Areas Of Public Seating	1x dual	1x twin	
Benches For Press / Probation etc	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Telephone Position At Rear Of Court / In Sound Lobby	1x dual	1x twin	
In-Court VC-ICP cabinet for local structured cabling	19x UTP within courtroom & 5x UTP to comms	3x twin	Specification as defined in document 'Courtroom IT cabling requirements for VL-ICP.pdf'

Hearing Room - Half Size - Not All items may be required depending on room use case	RJ45 (data)	Power	Notes
Judges' / Magistrates' Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Ushers / Court Staff Bench	2x quad	4x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Ushers' / Court Staff Bench	2x dual	2x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Any Other Usher Position	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Front Advocates' Bench	2x quad	7x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Subsequent Advocates' Benches	2x quad	6 twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.
Dock	2x dual	2x twin	
Witness Box	1x dual	1x twin	Presented either on top of or under the bench (with grommets for cables) where furniture is fixed, or in floor boxes where furniture is movable.



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